

TRAINING DIVISION



RECRUIT GUIDEBOOK

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INTRODUCTION

PURPOSE

The Seattle Fire Department's Firefighter training program is divided into two phases. The entire process is one year in length.

- Division 1 is **Recruit School**, which is the first 15 ½ weeks of employment.
- Division 2 is **Probation**, including:
 - the remainder of the first year of employment
 - any additional time required to successfully pass the Fire Fighter II Certification Exam

The Seattle Fire Department Recruit Training Program is accredited by the State of Washington. You will be tested to state standards (IFSAC certification) for:

- Hazardous Materials – Awareness & Operations
- Firefighter I
- Firefighter II (some Firefighter II testing occurs during Probation)

The purpose of Recruit School is to train you in the basic skills and knowledge required to safely function as a firefighter. After successfully completing Recruit School, you will be assigned to engine and ladder Companies in the Operations Division, where you will continue your training. You will also be required to study department policies, operating guidelines, training guides, the Seattle Fire Code and other reference materials. While responding to emergencies you will practice applying the knowledge and utilizing the skills that you have learned.

Recruit School requires you to learn a great deal of information and master many manipulative skills. Training days during Recruit School may feel long and can be physically exhausting. At home, you will need to read assigned texts, review drill criteria, and study fire service subjects. This basic training provides the foundation for your future career. A good grasp of the necessary knowledge and skills, and a proper attitude, are critical to becoming a successful Firefighter.

RECRUIT SCHOOL REQUIREMENTS

1. **You are expected to attend each day of Recruit School.**

Daily attendance at Recruit School is critical to successful completion of the training program. Each day of training builds upon the previous day. Missing one day of training can severely impact your ability to meet the training objectives. Depending on the objectives missed, missing more than one day of Recruit School could result in dismissal.

2. **You are expected to be fully prepared for each day.**

In addition to being mentally and physically fit, you must be prepared by having a basic understanding of the subject material that will be covered that day. A complete reading assignment guide will be issued to you on the first day of Recruit School.

You should study the assigned material so that you can demonstrate satisfactory knowledge when quizzed. You must also demonstrate satisfactory performance of procedures on the drill court. Engine and Ladder evolutions are best learned by repetition. Therefore, you will spend many hours on the drill court where your Instructor will review procedures and share professional tips for performing tasks. You and the other Recruits will then perform the drills. Lectures on manipulative skills will be limited and you will be expected to demonstrate proficiency without excessive coaching when asked to perform an evolution. This method of instruction allows you to make full use of your drill court time with your Instructor.

Seattle Fire Department

MISSION – VISION – VALUES

All Seattle Fire Department employees are guided by our mission, vision and values

MISSION STATEMENT

The mission of the Seattle Fire Department is to save lives and protect property through emergency medical service, fire and rescue response, and fire prevention. We respond immediately when any member of our community needs help with professional, effective and compassionate service.

VISION STATEMENT

The Seattle Fire Department; a national leader in responding to and preventing emergencies with a commitment to excellence and teamwork.

VALUES

Integrity – We are honest, trustworthy and accountable. Honor guides our actions.

Teamwork – We each bring our own skills and experience, yet we recognize that we are better together. We support and depend on each other to achieve our goals.

Compassion – Caring is part of our job. We could not do what we do without a deep and motivating empathy for those we serve.

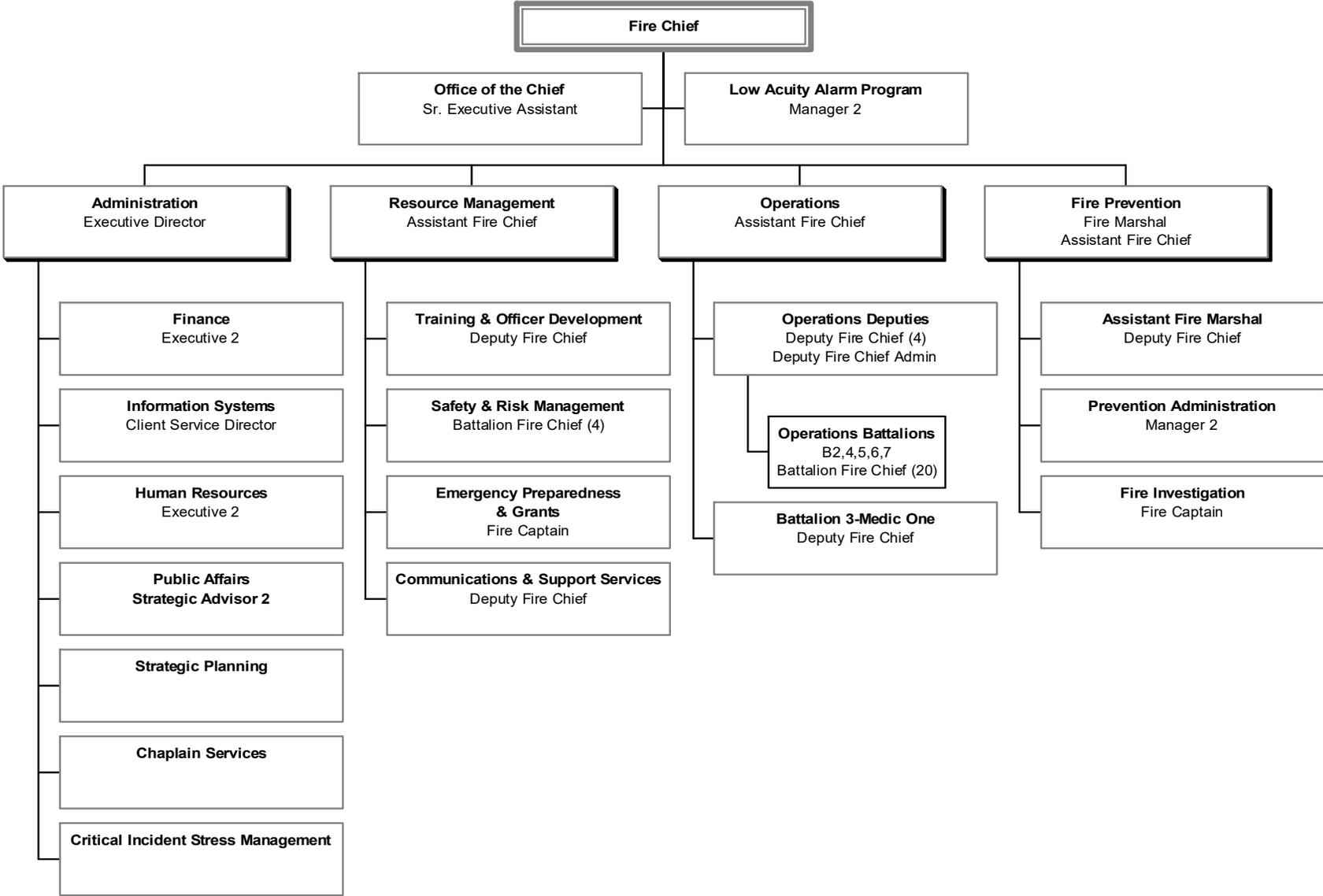
Courage – We show fortitude and determination in a crisis.

Diversity – We respect the different identities, experiences, and perspectives of those that we work with and the community we serve.

Seattle Fire Department

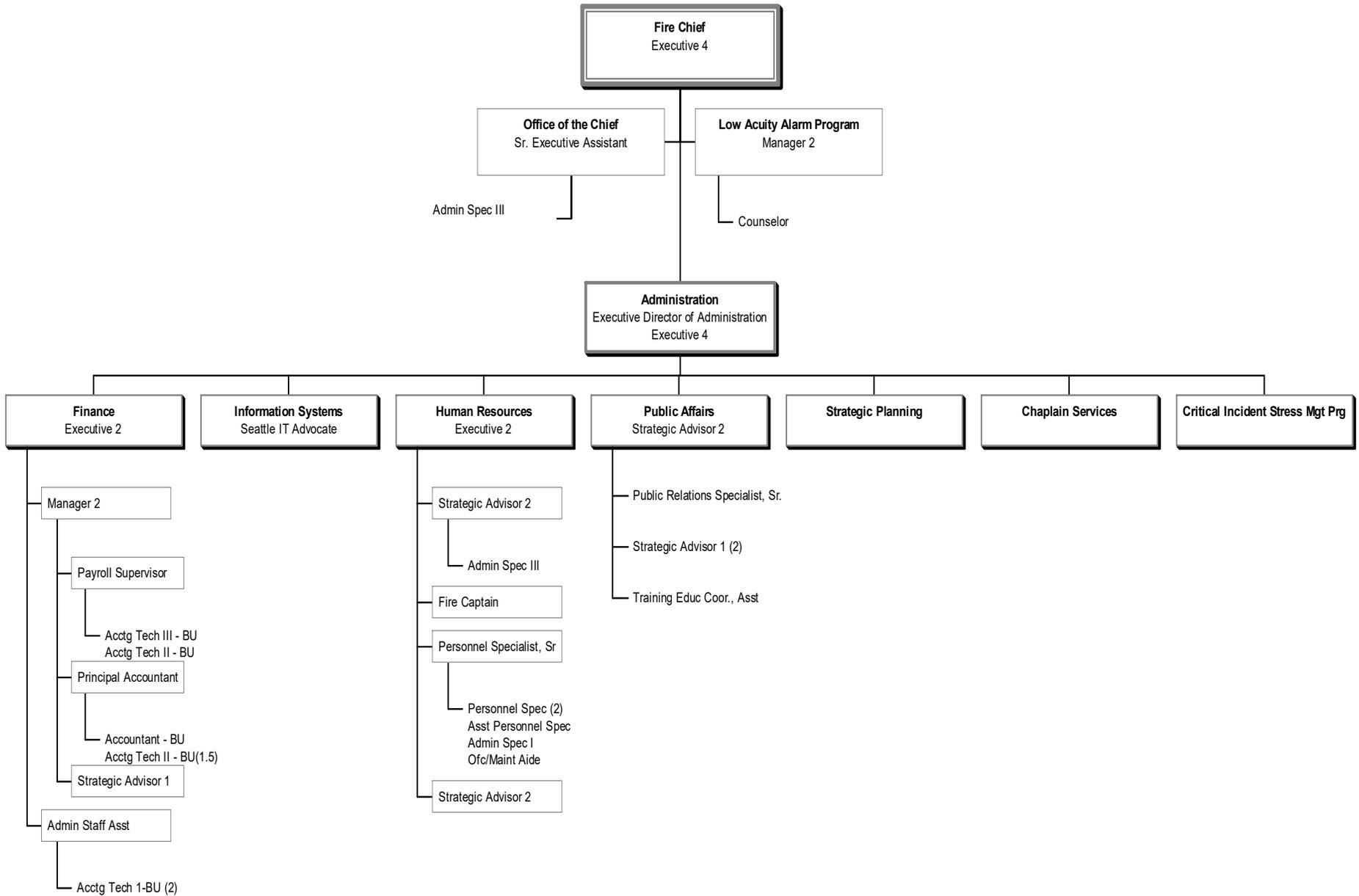


SEATTLE FIRE DEPARTMENT ORGANIZATIONAL CHART

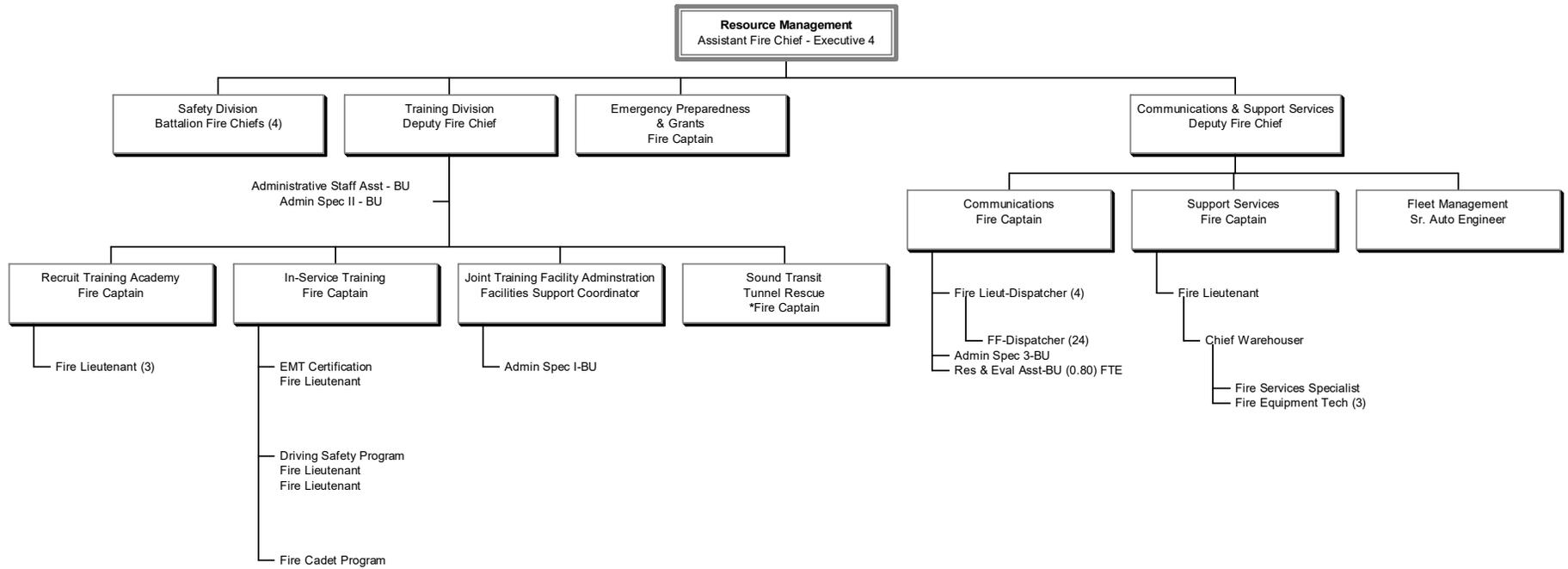


ADMINISTRATION

2017 ADOPTED ORGANIZATIONAL CHART

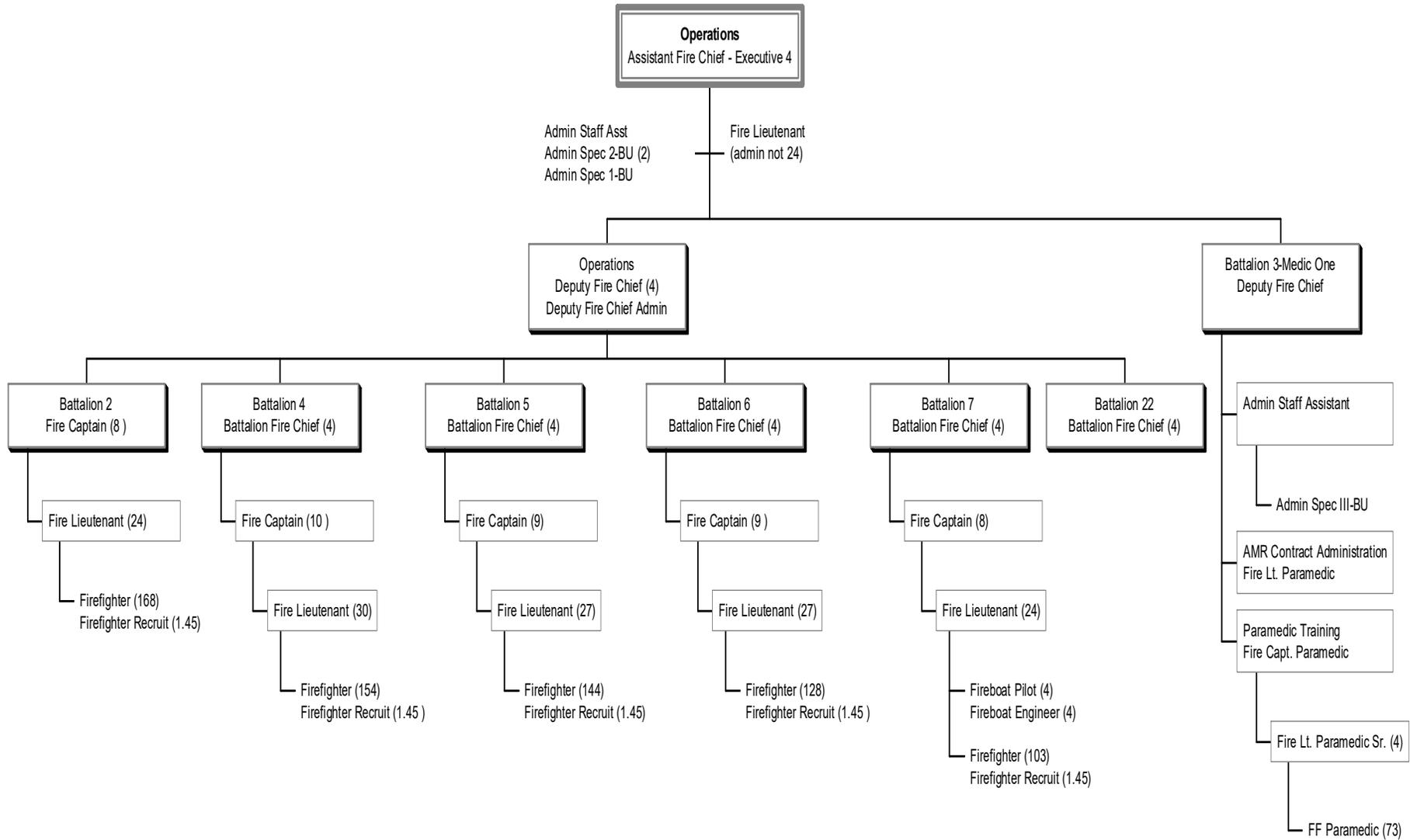


RESOURCE MANAGEMENT 2017 ADOPTED ORGANIZATIONAL CHART

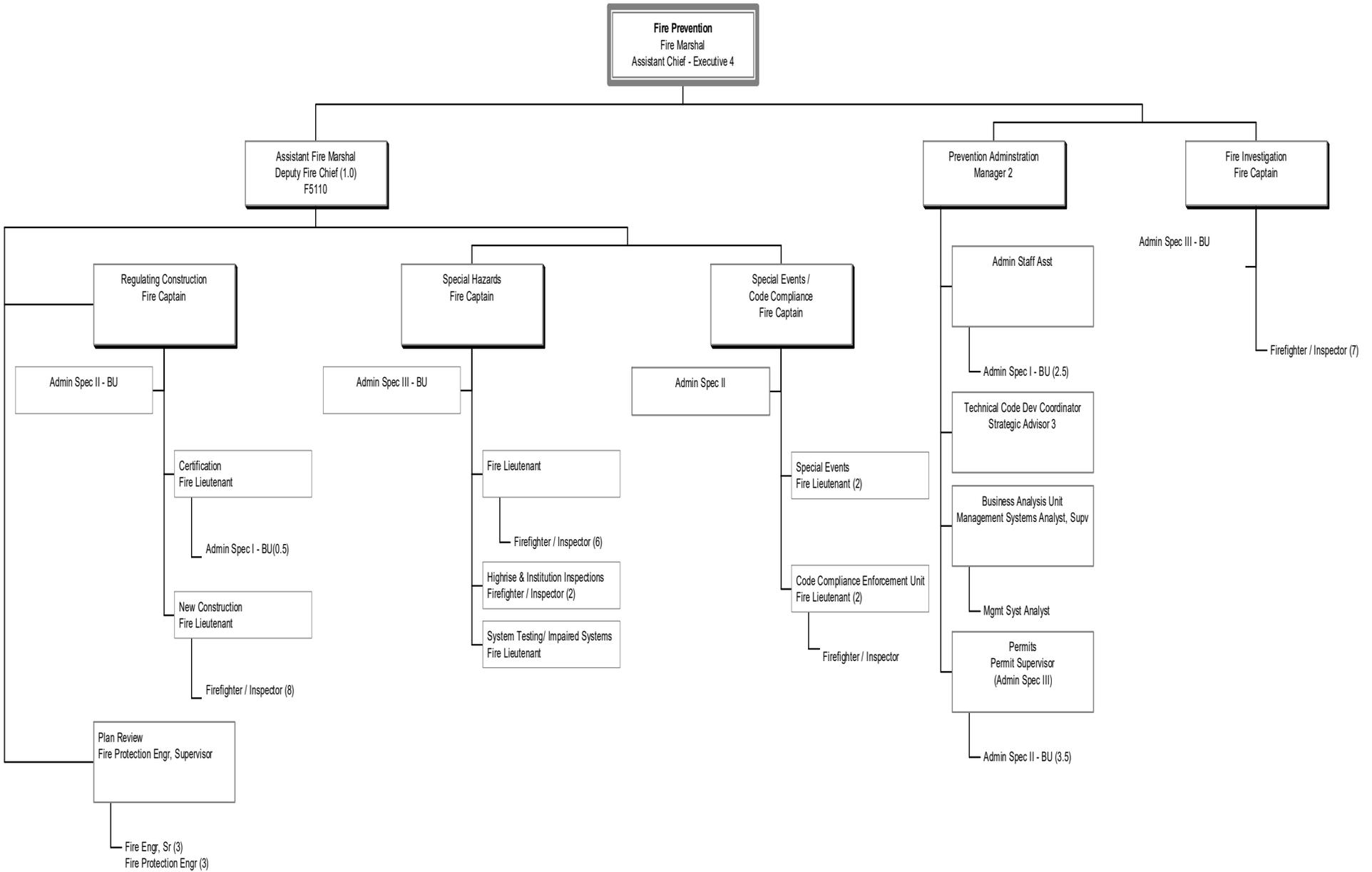


OPERATIONS

2017 ADOPTED ORGANIZATIONAL CHART



FIRE PREVENTION 2017 ADOPTED ORGANIZATIONAL CHART



SFD STATION AND APPARATUS LOCATIONS
 (L=Ladder, E=Engine, A=Aid Unit, M=Medic Unit, B=Battalion Chief)

Station	Location	Apparatus
Headquarters (HQ)	301 2 Av S	Dep1, Safety 2, Admin Staff
2	2334 4 Ave	E2, L4, A2, A4
3	Fisherman's Terminal	Fire Boat <i>Chief Seattle</i> & FB1
5	925 Alaska Way	E5, Rescue Boat 5 E4 - Fire Boat <i>Leschi</i> & FB2
6	101 23 Ave S	E6, L3
8	110 Lee St	E8, L6
9	3829 Linden Ave North	E9
10	400 S Washington	E10, L1, HazMat 1, Air 10, Staff 10, A5, A10
11	1514 SW Holden St	E11
13	3601 Beacon Ave S	E13, B5
14	3224 4 Ave S	Rescue 1, A14
16	6846 Oswego Place NE	E16
17	1050 NE 50 St	E17, E31, L9, B6, M17
18	1521 NW Market St	E18, L8, B4, Hose18, M18
20	3205 13 Ave West	E20
21	7304 Greenwood Ave N	E21, MCI-1
22	901 E Roanoke St	E22, Command 1
24	401 N 130 St	E24, A31, Air 240
25	1300 E Pine St	E25, L10, B2, MVU 1, P25, A25
26	800 S Cloverdale St	E26, Medic 26, Air 260 & 26
27	1000 S Myrtle St	E27, Decon 1, Rehab 1
28	5968 Rainier Ave S	E28, L12, M28, USAR
29	2139 Ferry Ave SW	E29
30	2931 Mt. Baker Blvd. S	E30
31	1319 N Northgate Way	E31, L5, M31, A31 Moving
32	3715 SW Alaska St	E32, L11, M32, B7
33	9645 Renton Ave S	E33
34	633 32 Av E	E34, Hose34
35	8729 115 Ave NW	E35, M31
36	3600 23 Ave SW	E36, Marine 1
37	7300 35 Ave SW	E37, L13
38	5503 33 Ave NE	E38
39	2806 NE 127 St	E39, L5
40	9401 35 Ave NE	E40
41	2416 34 Ave West	E41
Harborview Medical Center - Level 1 Trauma	325 9 Ave	M1, M10, M44, B3

RECRUIT SCHOOL - CHAIN OF COMMAND

Recruit Class #113

CHIEF OF THE SEATTLE FIRE DEPARTMENT

Fire Chief H. D. Scoggins

CHIEF OF RESOURCE MANAGEMENT

Assistant Chief W. Barrington

CHIEF OF TRAINING

Deputy M. Chief Kennedy

RECRUIT COORDINATOR

Capt. K. Plunkett

RECRUIT INSTRUCTORS

Lt. B. Bourgette – Lead Engine
Instructor Engine
Instructor Engine
Instructor Engine

Lt. D. Whitley – Lead Truck
Lt. J. Damey Truck
Instructor Truck
Instructor Truck

Instructor Eng/Truck

RECRUITS

REGULATIONS

Employee Conduct

The rules and regulations governing the conduct and actions of all members of the Fire Department are outlined in the Seattle Fire Department Policy and Operating Guidelines, and in other official Fire Department directives.

Reporting for Duty

Monday – Thursday: Roll Call @ 0700 hrs

Exception: When directed to report at a different time.

Friday: Roll call @ 0730 hrs

Roll Call will be located at the Joint Training Facility (JTF) in the Building B Apparatus area, or at a designated alternate location.

Report for duty in clean work uniform with polished shoes.

Report for duty in good physical condition and be mentally prepared.

Report for duty compliant with all Grooming Rules and Regulations.

Report for duty on field trips on time, at the place designated, and in the specified uniform.

Any tardiness in reporting for duty will be fully investigated and corrective action may be taken.

Reporting unfit for duty will be cause for termination. These shall include mentally or physically unfit, or with the odor of alcoholic beverages on the person or other evidence of being under the influence of a controlled substance.

In the event of any situation that would interfere with a Recruit reporting for duty on time the Recruit shall proceed as follows:

Prior to 0700 hours – Call your assigned Instructor via cell phone. If unable to reach the Instructor, call the Lead Instructor via cell phone. If unable to reach the Lead Instructor, call the Recruit Coordinator at (206) 386-1771. If unable to reach the Recruit Coordinator, leave a message and call the Chief of Training at (206) 386-1780. If unable to reach the Chief of Training, leave a message. **Messages should include the Recruit's name, contact number, and reason why they cannot report on time.**

After 0700 hours - the Recruit Instructor will be contacted directly. The Recruit Instructor will advise the Recruit on the proper course of action.

Duty hours for Recruits during Recruit School will be:

Monday – Thursday from 0700 hrs. to 1700 hrs. unless otherwise specified

Friday from 0730 hrs. to 1230 hrs. unless otherwise specified.

Conduct on the Training Ground

Recruits are prohibited from all areas of the JTF without permission of an Instructor, or as directed.

The telephones at the JTF may be used only in cases of emergency with the permission of the Recruit Coordinator. Recruits are prohibited from receiving personal phone calls or messages while in Recruit School, except in cases of emergency.

Recruits are prohibited from having visitors on the JTF grounds at any time.

Parking of automobiles by Recruits on the JTF grounds is not permitted. Recruits will be allowed to park in the designated spots at Arrowhead Gardens, adjacent to the JTF. Recruits may not leave the JTF during breaks and lunch periods, except by permission of an Instructor

While moving across the drill court, Recruits shall always hustle. It is not necessary to sprint, and safety shall always be paramount, however, walking, other than walking in group-formation, is not acceptable. This rule is applicable to all drill sessions, apparatus maintenance, and housework activities outdoors. Walk briskly inside Bldg. A (Administration).

Spitting / chewing is not permitted on the drill court.

Recruits shall not remove any equipment or material from any apparatus, locker, or station area without first receiving permission from their Instructor.

Cellular telephones and Smart Watches are prohibited unless for emergency situations approved by the Recruit Coordinator. Any emergent communications can be called into the Recruit Coordinator at (206) 386-1771, or (206) 335-2146 (cell), and will be passed on to the designated Recruit ASAP.

Supervising Authority

A Recruit's immediate supervisor is the Instructor conducting the session in progress. Any problems or questions that relate directly or indirectly to the job will be directed to your immediate supervisor.

The Instructor in turn reports to the Recruit Coordinator.

Recruits may also meet of the department's Chief Officers, Company Officers, and Acting Officers. These Officers will receive your respect, attention and obedience.

Any department member, regardless of rank or position, shall receive your respect. You shall address them by their rank, or as Sir or Ma'am.

Recruits shall not speak to other members of the Fire Department while on duty unless they are spoken to first. Recruits who wish to speak with other members of the Fire Department shall request to do so through the chain of command.

Training Sessions

All Recruits are expected to participate fully and attentively in all training sessions.

Because time is limited during training sessions, Recruits shall limit questions and comments to relevant matters that will benefit all Recruits.

Recruits are expected to perform manipulative drills exactly as taught.

Training Instructors will constructively critique Recruits for mistakes or infractions. Although this may feel frustrating at times, it reflects the department's emphasis on learning strict compliance with procedures. Instructors are dedicated to giving Recruits the most effective positive instruction possible in the limited time available.

The manipulative skill learning process is more effective if Recruits do not coach or assist each other during drills. Therefore, Recruits must refrain from coaching each other during drills. Recruits should be positive and encourage each other when not conducting drills.

Recruits must always be conscious of safety, even in routine tasks. All Recruits must be constantly alert to potential hazards and take appropriate precautions to prevent accidents or injury to oneself and others.

Resignations

If a Recruit decides to resign from the Fire Department during Recruit School, the following procedure shall be followed:

The Recruit shall notify the immediate supervisor of the desire to consult with the Recruit Coordinator concerning resigning from the Department.

The Recruit Coordinator will notify the Chief of Training and arrange for the Recruit to meet with the Director of Human Resources. Prior to resignation, the Recruit must return all Fire Department issued materials and equipment to the Training Staff.

Dismissals

Should a Recruit be terminated from the Fire Department during Recruit School, the following procedure will be followed:

The Recruit will be told to report to the Recruit Coordinator's office and arrangements will be made for the Recruit to meet with a representative of the SFD Human Resources Division.

The member will be informed of the reason for their dismissal.

The member will be informed of all pertinent information regarding their dismissal and their available options at that time by the Human Resources representative.

Upon separation from the Fire Department, all materials and equipment issued to the member by the Seattle Fire Department must be returned to the Training Staff. The final pay warrant will not be issued until all equipment and materials are returned.

Additional Regulations

Any change of address, telephone number, or restriction of driving privileges must be immediately reported to your Instructor.

Firearms are not allowed on SFD property, in vehicles parked on SFD property or at Arrowhead Garden's parking lot.

There will be no smoking during Recruit School except during official breaks and lunch periods. Smoking is not permitted in buildings or within 25' of building openings.

Unexcused absences or unexcused tardiness will result in corrective action up to and including termination.

In order to preserve an atmosphere of objectivity, Recruits should not expect to build personal relationships with the Training staff or professional staff during Recruit school.

Recruits are expected to respond immediately to orders, without hesitation.

Recruits are evaluated against a standard of basic competence required of a Recruit firefighter. **Recruits are not competing against each other.** Recruits are evaluated fairly based on their competency and performance of the tasks, duties, and assignments given to them, and are treated equally.

The Department encourages comradery among Recruits and therefore discourages cliques. Recruits need to work closely with each other as a team. Teamwork and cooperation are job requirements.

Recruits will be respectful of fellow Recruits.

For the duration of Recruit school, Recruits are prohibited from visiting Fire Stations for the purpose of manipulative or academic practice or remediation. Practice sessions, if available, will only be at Training Division sites.

Classroom Conduct

All Recruits will report promptly to the classroom or other location as directed when classes begin. Each Recruit will be immediately seated upon entry to the classroom. Upon entry of the Instructor, all conversations will cease, Recruits will stand at attention until told to “be seated”, and strict attention will be given to the Instructor.

While class is in session, no Recruit will talk unless they have a relevant question. After being recognized, the Recruit will stand, state their name and ask the question (ex. Recruit Smith....). The Recruit will be seated after the question is asked.

If the Instructor asks a Recruit a question, the Recruit will stand, state their name (ex. Recruit Smith) and answer the question.

Recruits are encouraged to bring water or an electrolyte drink and a snack to classrooms to snack on. No drinking or eating during tests.

There will be no texting or use of electronic devices in the classroom, except during lunch break.

Equal Employment Opportunity Policy

All Seattle Fire Department employees are committed to providing a workplace free from harassment, retaliation, and other forms of discrimination. The Department supports a respectful work environment that recognizes and values the unique differences of employees and prospective employees. All Department employees are given the opportunity to achieve their highest potential. Our diversity makes us stronger as a fire department and better able to serve the needs of our diverse community.

Drug and Alcohol Policy

The use of an illegal drug, alcohol or alcoholic beverage or the possession of the same while on duty and/or upon the City of Seattle’s and Fire Department’s premises and/or in and/or around any work site is prohibited. The use of any over the counter and/or prescribed drug that adversely effects work performance is also prohibited.

Uniform & Equipment Guidelines

Members must bring all assigned equipment to work every day.

The work uniform will be worn for all training sessions.

Recruits should bring a drinking container to Recruit School each day to fill with water or an electrolyte supplement. These are highly recommended.

When presenting at Roll Call in the AM, the uniform should always be in a clean and presentable condition; this includes the red sweat/T-shirt and blues.

Helmets, gloves, and steel toed shoes will be worn during all firefighting drills (this does not include classroom sessions) and apparatus / facility maintenance. Gloves may be removed with discretion when completing maintenance and cleaning duties, however, they shall be readily available. Instructors will provide guidance to Recruits on proper PPE.

All members of a group or company will be dressed alike for a uniform appearance.

When helmets or gloves **are not worn**, they shall be immediately available. Gloves shall be carried in the coat pocket, tucked into the belt, or into a back pocket when not in use.

During classroom sessions, helmets will be placed on the table directly in front of the member. The front of the helmet shall face the front of the classroom.

Changes of clothing, when necessary, may be done during breaks and lunch periods only. This **does not** include the clean-up period.

Red Recruit Shirts are the only undershirts approved for use under the uniform shirt.

When cold weather procedures are declared by the Chief of Training, Recruits may wear a long sleeve black or navy-blue sweatshirt under the work uniform shirt.

The uniform for field trips will be specified.

You may only use equipment issued to you by the Seattle Fire Department.

Recruits may not alter any Fire Department equipment. This includes marking equipment and or facility grounds, and or department property, to gain advantage during evaluations.

Rope, webbing, a prussik, *IFSTA Essentials of Firefighting 7*, and a USB flash drive with training materials will be issued. All materials, except the USB flash drive, must be returned at the completion of the class or upon separation from the program.

Lost or damaged equipment must be immediately reported to your assigned Recruit Instructor. If negligence is found to be the cause, corrective action will be initiated.

There is an ice machine at the Pavilion (center of the JTF) available for use with department provided Igloo drink dispensers and for personal drink bottles & food storage coolers. Due to COVID restrictions, there are no refrigerators available for storage of personal items. Most Recruits like to bring coolers for their snacks, drinks, and lunches so it is more easily available for use. These items can be stored in the area designated by the Recruit Instructors.

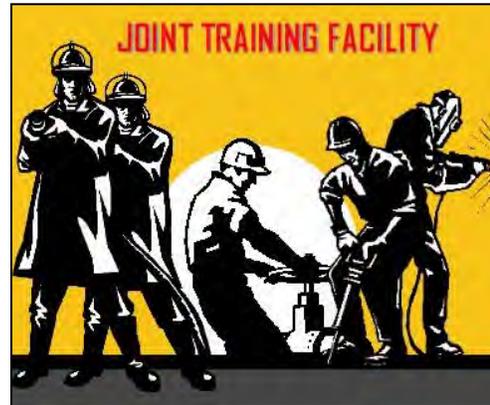
Important Telephone Numbers:

Recruit Coordinator	(206) 386-1771 Cell (206) 335-2146
Deputy Chief of Training	(206) 386-1780
Fire Department Training Division	(206) 386-1776
Joint Training Facility Reception Desk	(206) 386-1600
Fire Department Business Office	(206) 386-1400
Equal Employment Opportunity Officer	(206) 733-9458

**City of Seattle
Joint Training Facility
Seattle Public Utilities
Seattle Fire Department**

**9401 Myers Way South
Seattle, WA. 98108**

**Reception: 206 386-1600
Fax: 206 763-3500**



Open: Weekdays, 7:00 a.m. to 5:00 p.m.

DIRECTIONS – From the North:

- Take I-5 south to South Michigan Street exit.
- Stay in the right lane and turn right onto South Michigan Street
- Take Michigan to the 1st Ave. South Bridge, go straight onto the bridge on-ramp
- Once you are on the bridge, move one lane left (out of the exit only lane)
- Take Myers Way South “exit only” lane which empties onto 1st Avenue South
- After exiting, move to the left lane as you go up the hill (the right lanes turn onto Olson Place SW)
- After the signal, you are on Myers Way South. Move immediately into right lane

DIRECTIONS – From the South:

- Take I-5 north toward Seattle
- Merge onto SR 518 west, toward Burien, via EXIT 154
- Merge onto SR 509 north, toward Seattle
- Take the South Park, Cloverdale Street exit
- At the signal turn left onto South Cloverdale Street toward White Center
- Stay in the left lane as Cloverdale crosses over SR 509, curves to the left, goes up the hill and becomes 1st Ave. South (the right lanes turn onto Olson Place SW)
- After the signal, you are on Myers Way South. Move immediately into right lane

CLASSROOM AND TRAINING PARKING

Effective February 1, 2010, parking for the JTF is now located just north of the JTF in the newly built Arrowhead Gardens senior housing complex. All 82 spaces are clearly marked for the JTF and **ALL PARKING HERE REQUIRES A PERMIT, D-LICENSED VEHICLE OR IAFF WINDOW STICKER** (see separate North Parking Map for permit and location of the JTF parking spaces within the housing complex). Parking here is for passenger vehicles and pickups only. Fire Department apparatus and SPU rigs will continue to park on the Overpass Prop within the JTF campus unless instructed otherwise.

- After the signal (from above Directions) take the first right – this is the private lane between the senior housing complex and the JTF and is also the access road to the Metro Park & Ride.
- Immediately turn right again into the Arrowhead Gardens' uphill driveway.
- JTF parking is on both sides of this driveway as well as in the garage to the left – watch overhead clearance. All spaces are clearly marked as reserved for the JTF (see North Parking Map).
- Or you may continue on the private lane and park in any of the JTF reserved spaces on the right.
- After parking, enter the JTF by foot at the North Pedestrian Gate and follow the marked path to the Classroom Training Building or to your destination at the JTF.

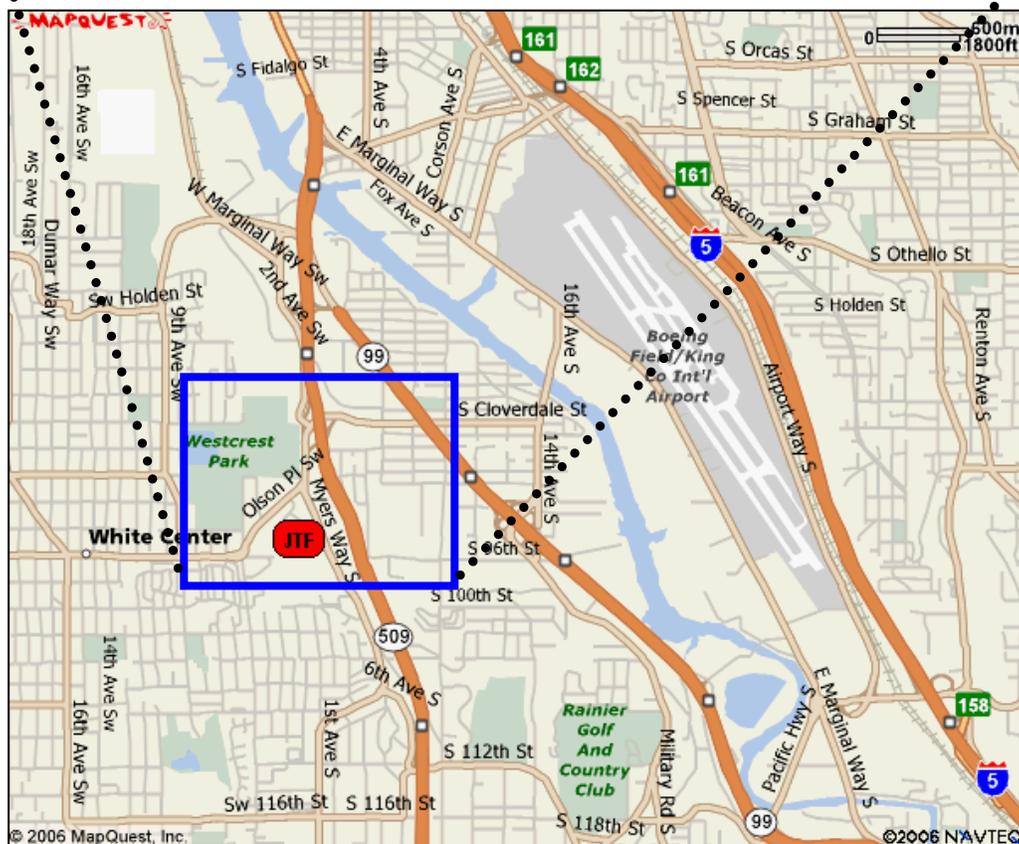
SHORT TERM PARKING AND  RESERVED PARKING

The JTF's short term visitor parking lot (2 hour maximum) is the second driveway on the right after the signal at Myers Way South and Olson Place SW. Turn right into the JTF Campus and immediately turn right again into the short term visitor parking lot. Follow the sidewalk to the entrance of the Classroom Training Building and the rest of the facility. Cars parked here must be registered at the front desk.

THIS PARKING LOT IS CLOSED AND THE GATE LOCKED AT 4:45 P.M.

BUS: King County Metro Routes 60, 113 serve the JTF on various schedules.

Map to Joint Training Facility 9401 Myers Way South, Seattle, WA 98108



2020-21 MON - FRI
7:00am-7:00pm



Seattle
Public
Utilities

JTF PARKING @ ARROWHEAD GARDENS
SURFACE SPACES: 9-29 & 32-72
BLDG. "C" GARAGE: 1-20 **6' 8" Clearance**

PARKING PERMIT

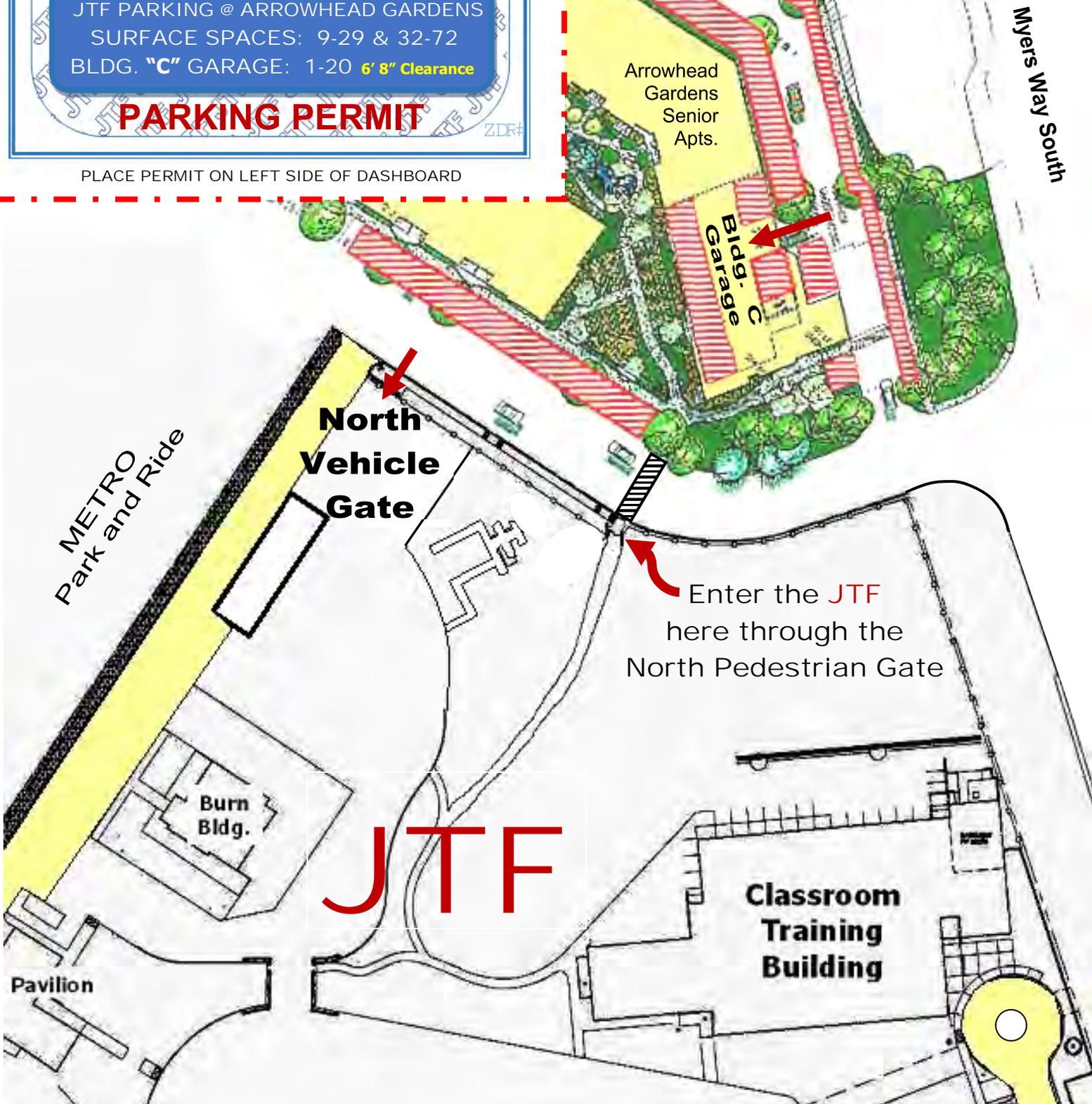
PLACE PERMIT ON LEFT SIDE OF DASHBOARD

JTF PARKING at Arrowhead Gardens

NORTH OF THE JTF CAMPUS

 = JTF RESERVED SPACES

 SEE PERMIT FOR SPACE NUMBERS



City of Seattle Fire Department

Recruit Class 113 - Reading Assignments

This document describes the written testing schedule during Recruit School. Tests will be administered on **Friday mornings**. It is important to read & understand this material; the written test for Washington State Firefighter I & II certifications* will be based on the **IFSTA Essentials of Firefighting 7** text.

BSM - Basic Skills Manual; IFSTA - IFSTA Essentials of Firefighting 7

Test Date	Reading Assignments for Recruit Class #113
Aug. 14	IFSTA Chapter 1 - Intro to the Fire Service & Firefighter Safety IFSTA Chapter 2 - Communications IFSTA Chapter 5 - Firefighter Personal Protective Equipment BSM Chapter 1 - Equipment, pgs. 1-40 SFD Training Guide 07-02, SCBA (do NOT read BSM Chapter 2 - it is an abbreviated version of T.G. 07-02)
Aug. 21	IFSTA Chapter 3 - Building Construction IFSTA Chapter 4 - Fire Dynamics IFSTA Chapter 6 - Portable Fire Extinguishers BSM Chapter 3 - Basic Hose, pgs. 54-110
Aug. 28	IFSTA Chapter 7 - Ropes & Knots IFSTA Chapter 8 - Ground Ladders IFSTA Chapter 9 - Forcible Entry BSM Chapter 5 - Basic Ladders, pgs. 174-253
Sept. 4	IFSTA Chapter 10 - Structural Search & Rescue IFSTA Chapter 11 - Tactical Ventilation IFSTA Chapter 12 - Fire Hose BSM Chapter 7 - Salvage, pgs. 288-303
Sept. 11	IFSTA Chapter 13 - Hose Operations & Hose Streams IFSTA Chapter 14 - Fire Suppression IFSTA Chapter 15 - Overhaul, Property Conservation, & Scene Preservation
Sept. 18	IFSTA Chapter 16 - Building Materials, Structural Collapse, & Effects of Fire Suppression IFSTA Chapter 17 - Technical Rescue Support & Vehicle Extrication Operations IFSTA Chapter 18 - Foam Firefighting, Liquid Fires, & Gas Fires
Sept. 25	IFSTA Chapter 19 - Incident Scene Operations IFSTA Chapter 20 - Fire Origin & Cause Determination IFSTA Chapter 21 - Maintenance & Testing Responsibilities IFSTA Chapter 22 - Community Risk Reduction

Oct. 21	I.A.F.F. First Responder Operations, Participant Guide
	I.A.F.F. Hazardous Materials for First Responders Course (10/19 - 10/21)

Firefighter I & II Certification tests, based on the IFSTA Essentials of Firefighting 7 text, will be administered on Friday, 10/23/2020

Recruit School Curriculum

The Recruit School Curriculum is designed to guide the member through the Job Performance Requirements (JPR's) of Firefighter I, some components of Firefighter II, and other essential knowledge, skills, and abilities required to operate safely in the Seattle Fire Department's Operations Division. The JPR's are listed in NFPA 1001, Standard for Fire Fighter Professional Qualifications. The remaining portions of Firefighter II are covered while assigned to Operations Division on probation.

During Recruit School, members will be tested on the written, practical, and live fire components of Firefighter I & II. Members will take the Firefighter II practical before completing probation, after covering the rest of the JPR's while on probation.

A primary objective of the Training Division is to encourage and instill self-discipline in our new members during the 15 ½ weeks of Recruit School. This training will also stress the development of a positive attitude regarding safety, which will improve the ability of Recruits to complete their training by preventing or reducing injuries on the drill court, and during live fire training exercises.

RECRUIT SCHOOL EVALUATION POLICY

During training, every aspect of your work will be evaluated daily. This includes manipulative drills, knowledge of reading & lecture material, maintenance of equipment, housework and your attitude towards *everything*.

Your Instructors will complete a weekly evaluation (Form-136) on your performance and sign off a competency sheet stating whether you have demonstrated satisfactory knowledge or performance of a particular skill. Written evaluations and conferences with the Training Staff Instructors are integral parts of your development as a Recruit.

The Recruit Firefighter Evaluations (Form-136), and any necessary conferences with the Recruit Captain or Deputy Chief of Training, are the primary tools used by the Training Division in the evaluation of all Recruits. Evaluation begins with the first week of training & continues until the conclusion of Recruit School. This consists of:

- 1) A Recruit Firefighter Evaluation Form (Form-136, see Appendix A), which is written by the Instructor based on observations made during the training week.
- 2) The Recruit Coordinator may call a Recruit into the office for a formal conference to give the Recruit individual feedback on their progress in the training program and to discuss their challenges/success in achieving training objectives.

Recruits should receive their evaluations on Friday. Conferences may be held with Recruits on an “as needed” basis.

Instructors and Training Division Officers will evaluate and document the capabilities of the Recruit and monitor their progress. Ultimate success can be attributed to a system consisting of:

- 1) Standard communications between the Recruit, the Instructors, and the Training Division Staff.
- 2) Providing records of communications between the three entities.
- 3) Knowledge of the success and failure regarding daily objectives as determined by Training Division.
- 4) Identifying how, and against what standards, Recruits will be judged.
- 5) Periodic conferences advising the Recruit of requirements needed for progress.

RECRUIT SCHOOL TESTING POLICY

Recruits must demonstrate their ability to learn and retain information pertaining to national firefighting standards as well as Seattle Fire Department training and performance requirements. There will be **weekly written testing** on assigned reading materials. **You will be required to retake any weekly SFD Recruit School exams with a score of less than an 80%.** Written test scores below 80% are considered marginal and represent substandard performance. Such performance may lead to a recommendation of "Conditional Employment" by the Recruit Coordinator. Failure of two or more tests may be grounds for dismissal from the program, at the discretion of the Deputy Chief of Training.

It is equally important for the Recruit to demonstrate that they can retain information and put it to use during daily manipulative training on the drill court. **You will be tested weekly on manipulative skills** and be required to complete objectives safely, within acceptable time frames, and using the proper sequence of procedures. If a Recruit performs at a Marginal level in any of the training elements, for one training week, the Recruit Coordinator may recommend additional tutoring and "Conditional Employment" on the Form 136.

If a Recruit performs at an Unsatisfactory level in any of the training elements during the week, it may result in dismissal from the program. Safety violations, violations of Department Rules and Regulations, or behavioral problems may result in immediate dismissal from the program. Continued Marginal scores may result in dismissal from the program. Any pattern of Marginal performance will be brought to the attention of the Deputy Chief of Training for determination of continued employment. In order to succeed in Recruit School, a Recruit must be able to connect all the training elements and perform a variety of operations at a moment's notice. Retention of skills is critical, and a Marginal score as a result of inability to maintain earlier demonstrated proficiency may result in dismissal from the program.

There will be a state-administered **Firefighter I Practical Exam** delivered at the Seattle Joint Training Facility. A state-administered **Firefighter I & II Written Exam**, near the end of Recruit School, will test knowledge requirements, based upon the assigned textbook, **IFSTA Essentials of Firefighting 7.**

The passing score on the State Firefighter I & II Written exams is 70%. The Firefighter I Practical Exam is divided into various stations, as determined by the state testing personnel. Each station will be graded "Pass/Fail" based upon the drill being completed within an allowable timeframe, using correct procedures, and in safe manner. These skills are considered essential for success after assignment to the Operations Division.

On the Firefighter I Practical examination, a Recruit must **PASS** all stations. Double failing any station, or single failing more than 4 stations, results in a failure of the state exam. A retest **may** be offered to members who fail this exam, at the discretion of Deputy Chief of Training. Failure of a practical exam may result in termination. A Firefighter II Practical Exam will be administered by the state prior to the completion of the probationary year.

On the Firefighter I & II written exams, the Recruit must **PASS**. Members who fail written exams **may** be scheduled for retests, at the discretion of the Deputy Chief of Training.

The Recruit Instructors will present all information required to successfully pass this program and will assist Recruits to the best of their abilities, but it is the individual Recruit's responsibility to prepare for these exams. Each Recruit will be evaluated based on their own individual performance of knowledge, skills, and abilities, not compared against another Recruit.

The goal of training is to produce a Recruit who can successfully work individually and as a member of a team. It is imperative that Recruits perform their assigned tasks as directed by the instructor who, must mesh team and individual needs for success.

DEFINITIONS

Recruit: A new employee selected by the Human Resources Division to participate in the 15-1/2 week Recruit School. The purpose of this training is to prepare the Recruit to be a Probationary Firefighter. Every effort will be provided to the Recruit to ensure their success in the program. However, Recruits may be terminated for failure to meet department standards. Recruits may also be offered the chance to resign with the mutual agreement of the Training Division & the Human Resources Division staff.

Recruit Instructors: Lieutenants and/or Firefighters assigned to the Training Division & responsible for the training of Recruits in all subjects listed in Division 1 of the SFD Professional Standards training program (primarily FF-I skills).

Recruit Coordinator: Officer of the Civil Service rank of Captain, assigned to Training Division and responsible for ensuring the standardization of, and conformance to SFD Professional Standards for the training of Recruits. The Recruit Coordinator is also responsible for conducting the weekly Development Conferences, and advising the Deputy Chief of Training of each Recruit's progress.

Development Conference: A formal conference between the Recruit, the Recruit Coordinator, and the Deputy Chief of Training. The conference reviews the weekly Recruit Firefighter Evaluation (Form 136), and the Recruit's progress toward completion of SFD objectives.

Recruit Firefighter Evaluation Form (F-136): An official critique of a Recruit's progress during a week of training. The form utilizes a numerical grading format. The document is retained at the Training Division until the Recruit completes his or her probationary year. At the end of the probationary year the F136 is transferred into permanent records storage under the control of the SFD HR division until the end of the member's career.

Modified Duty: A duty status for Recruits who have an occupational injury, continuing for a period of time, allowing for observation or participation in training on a limited basis. The Training Division and Human Resources Division shall jointly make a final judgment of a Recruit's continuation in the current Recruit School based upon injury status and missed training time.

Conditional Employment: Requires the Recruit to improve and maintain a Satisfactory level of performance during the following weeks, if not maintained, the Recruit Coordinator may recommend dismissal to the Deputy Chief of Training.

Dismissal: Dismissal can be based on a violation of Department Rules & Regulations, the Recruit's inability to perform specific elements of the job, or an inability to retain information and adjust to the daily learning objectives.

RECRUIT PROGRESS

The following are definitions of the ratings used on the Recruit Firefighter Evaluation Form (F-136).

Excellent Progress: Exceeds the listed requirements in most areas. Functions very well under pressure. Remembers operations without mistakes. Causes no delays and requires no special supervision.

Very Good Progress: The Recruit meets the requirements for all areas, perhaps exceeding the listed requirements in some areas; Performs operations quickly, with few mistakes, and requires little special supervision after assignment.

Satisfactory Progress: The Recruit meets the requirements for all areas; Performs operations in established time frames, with some mistakes, but does not repeat the same mistakes after receiving counseling and retraining from supervisors.

Marginal Progress: Apprehensive, functions but requires a great deal of supervision; Performs operations slowly, with many small mistakes, or repeats the same mistakes; is unable to consistently apply proper procedures. Does not demonstrate a good attitude or teamwork. If a Recruit does not consistently improve marginal performance, it may result in dismissal from the program. (See Recruit Training Policy, page 3 of this section)

Unsatisfactory Progress: The following are examples of unsatisfactory progress:

- The Recruit has not met specific performance elements, or has met few requirements.
- Improvement needed in many performance elements.
- Unable to perform operations in minimum acceptable time frames.
- Unable to function under pressure, or panics.
- Does not fulfill the Recruit School requirements.
- Safety violations, violations of Department Rules and Regulations or behavioral problems may result in immediate dismissal from the program.

If a Recruit has been observed to have unsatisfactory progress for one training week, the failure to fulfill Recruit School requirements may result in dismissal from the program.

Not Applicable (N/A): The listed objectives were not covered/observed during the training week or were not performed due to the Recruit being on Modified Duty.

PROFESSIONAL RELATIONSHIP AGREEMENT

Any Recruit Instructor or other Seattle Fire Department employee who is in a position that could affect a potential candidate's performance and employment shall abide by standards for professional relationships. These standards remain in effect during the hiring process and during Recruit training.

All employees shall maintain only professional relationships. If there is a pre-existing relationship before a new employee is hired, the member shall identify the situation to his or her immediate supervisor.

APPENDIX A

RECRUIT FIREFIGHTER EVALUATION FORM (F-136)

The Recruit Firefighter Evaluation Form is designed to allow an instructor to evaluate the Recruit's performance and progress in twelve elements that are considered essential for their success after assignment to the SFD Operations Division. These elements are grouped into the following five categories: Manipulative Skills, Safety Skills, Motivational Skills, Cognitive Skills, and General Performance Skills.

Elements A through J are designed so that the instructor can rate the Recruit's performance on a scale of zero through ten. An average score for each element is determined by dividing the points awarded by the number of categories being graded. This average score is then related to the grading scale shown in box N to determine the Recruit's performance level. (Excellent, Very Good, Satisfactory, etc.)

Elements K & L rate the Recruit's ability to retain and apply material presented in written or lecture formats. Element K will be graded the same as elements A through J. In element L, the individual tests taken by a Recruit during a training week are averaged. This average score is then related to the grading scale shown in box M to determine the Recruit's performance level.

Note: With the exception of the Firefighter I & II written exams which requires 70% to pass, for written testing purposes 80% or above is passing, but 70 to 79% is considered marginal performance. Any Recruit who fails a weekly written test will also be placed on conditional continued employment status. Failure of two written tests may be grounds for dismissal from the program.

A marginal or unsatisfactory performance level in any element may result in a "Conditional employment" recommendation from the Recruit Coordinator and improvement will have to be demonstrated during the next evaluation period or dismissal may result. A pattern of marginal or unsatisfactory ratings in different elements each week may also result in dismissal from the program. A continuing pattern of Marginal, then Satisfactory performance, will be brought to the attention of the Chief of Training for their determination of continued employment.

The General Performance criteria, (Element O), are not included in the grading process, but are considered so essential that an unsatisfactory rating in any one area may result in dismissal from the program.

SEATTLE FIRE DEPARTMENT RECRUIT FIREFIGHTER EVALUATIONS CHECKLIST

RECRUIT FIREFIGHTER EVALUATIONS CHECKLIST

RECRUIT: _____

HELMET #: _____

INSTRUCTOR: LT. _____

Recruit School Week Covered In This Report: Week # DATES: _____

Type of training this week: **Engine** **Ladder**

Procedures for determining Performance Levels - Determine an average score for elements A through K by dividing the total points awarded by the number of items being graded. This average is then related to the grading scale shown in box N to determine the Recruit's performance level. (Excellent, Very Good, Satisfactory, Marginal, Unsatisfactory.)

I. SAFETY SKILLS

A. SAFETY				
1. Completes drill objectives safely and without endangering him/her self or others.		N/A		
2. Completes drill objectives safely and without damaging equipment		N/A		
3. Utilizes safe practices while completing objectives at live fire training		N/A		
4. Understands and follows injury/illness procedures and reporting.		N/A	Satisfactory	Unsatisfactory
Average Score		#DIV/0!		
Performance Level (From box N)	Excellent	Very Good	Satisfactory	Marginal Unsatisfactory

II. MANIPULATIVE SKILLS

B. COMPLETION OF MANIPLATIVE DRILLS				
5. Is able to complete assigned objectives in required time frames			N/A	
Average Score		0.00		
Performance Level (From box N)	Excellent	Very Good	Satisfactory	Marginal Unsatisfactory

C. SEQUENCE AND PROCEDURES FOR MANIPULATIVE DRILLS				
6. Demonstrates proper sequence of procedures needed to complete drill objectives.			N/A	
7. Performs procedures correctly when completing drill objectives.			N/A	
Average Score		#DIV/0!		
Performance Level (From box N)	Excellent	Very Good	Satisfactory	Marginal Unsatisfactory

SEATTLE FIRE DEPARTMENT RECRUIT FIREFIGHTER EVALUATIONS CHECKLIST

III. MOTIVATIONAL SKILLS

D. PERFORMANCE OF MANIPULATIVE DRILLS

- 8. Demonstrates knowledge of overall drill objective, and all members responsibilities to complete the objective.
- 9. Gives appropriate commands for completion of ladder objectives.
- 10. Able to complete objectives, even when initial attempts have not been successful.
- 11. Self confident, no hesitation during manipulative drills or changing situations.
- 12. Retention of skills.

	N/A

Average Score **#DIV/0!**

Performance Level (From box N)

Excellent	Very Good	Satisfactory	Marginal	Unsatisfactory
-----------	-----------	--------------	----------	----------------

E. MECHANICAL ABILITY

- 13. Can demonstrate proficiency in the use of couplings.
- 14. Can demonstrate proficiency in the use of knots
- 15. Can demonstrate proficiency in the use of basic hand tools. (Axe, hammer, hand saws, etc.)
- 16. Demonstrates ability to start and operate all power tools.
- 17. Demonstrates ability to perform breakdown and maintenance on power equipment.

	N/A

Average Score **#DIV/0!**

Performance Level (From box N)

Excellent	Very Good	Satisfactory	Marginal	Unsatisfactory
-----------	-----------	--------------	----------	----------------

F. VEHICLE OPERATION

- 18. Demonstrates ability to drive assigned apparatus.
- 19. Demonstrates ability to engage PTO on assigned apparatus.
- 20. Demonstrates ability to back-up apparatus following signals from a guide.
- 21. Follows SFD safety guidelines when operating vehicles. (Horn signals, uses a guide, etc.)

	N/A
	N/A
	N/A
	N/A

Average Score **#DIV/0!**

Performance Level (From box N)

Excellent	Very Good	Satisfactory	Marginal	Unsatisfactory
-----------	-----------	--------------	----------	----------------

SEATTLE FIRE DEPARTMENT RECRUIT FIREFIGHTER EVALUATIONS CHECKLIST

III. MOTIVATIONAL SKILLS

G. TEAMWORK IN EMERGENCY AND NON-EMERGENCY SITUATIONS

22. Performs effectively as a team member in all situations.

	N/A
--	-----

23. Communicates effectively with other team members in all situations.

	N/A
--	-----

24. Demonstrates ability to work reasonably with any group or individual in all situations.

	N/A
--	-----

25. Recognizes and appropriately responds to own and other's needs.

	N/A
--	-----

Average Score **#DIV/0!**

Performance Level (From box N)

Excellent	Very Good	Satisfactory	Marginal	Unsatisfactory
-----------	-----------	--------------	----------	----------------

H. TAKING DIRECTION

26. Follows orders correctly.

	N/A
--	-----

27. Responds positively to counseling.

	N/A
--	-----

28. Improves with counseling and retraining.
(Does not repeat errors)

	N/A
--	-----

Average Score **#DIV/0!**

Performance Level (From box N)

Excellent	Very Good	Satisfactory	Marginal	Unsatisfactory
-----------	-----------	--------------	----------	----------------

I. ABILITY TO ACT INDEPENDENTLY IN OWN AREA OF RESPONSIBILITY

29. From simple directions, follows through with appropriate action.
(e.g. inventory app. document repairs)

	N/A
--	-----

30. Can assess changing situations and determine appropriate response without constant supervision or questions.

	N/A
--	-----

31. Can apply learned skills to real life situations. (e.g. has learned how to open a roof and can figure out placement based on details of situation. Can select couplings to complete an objective, etc.).

	N/A
--	-----

Average Score **#DIV/0!**

Performance Level (From box N)

Excellent	Very Good	Satisfactory	Marginal	Unsatisfactory
-----------	-----------	--------------	----------	----------------

SEATTLE FIRE DEPARTMENT RECRUIT FIREFIGHTER EVALUATIONS CHECKLIST

J. WORK ETHIC

- 32. Shows enthusiasm for the job.
- 33. them.
- 34. Completes tasks in a timely manner.
- 35. Responds positively when assigned tasks.
- 36. Punctual in reporting.

	N/A
	N/A
	N/A
Satisfactory	Unsatisfactory

Average Score **#DIV/0!**

Performance Level (From box N)

Excellent	Very Good	Satisfactory	Marginal	Unsatisfactory
-----------	-----------	--------------	----------	----------------

K. ABILITY TO LEARN INFORMATION PRESENTED IN LECTURE OR WRITTEN FORMAT

- 37. Verbally demonstrates ability to comprehend written materials.
(i.e. Basic Skills Manual, Recruit Guidebook, written handouts.)
- 38. Applies techniques learned from written and oral instruction when completing drill court objectives.

	N/A
	N/A

Average Score **#DIV/0!**

Performance Level (From box N)

Excellent	Very Good	Satisfactory	Marginal	Unsatisfactory
-----------	-----------	--------------	----------	----------------

L. WRITTEN TEST SUMMARY

Written Test Summary Rating-To determine a percentage score for this category, add all test score percentages, and divide by the number of tests taken. Relate this percentage to the corresponding performance level in the box M.

TESTS TAKEN THIS WEEK

RECRUIT'S SCORE

		N/A

AVERAGE: **#DIV/0!**

Performance Level (From box N)

Excellent	Very Good	Satisfactory	Marginal	Unsatisfactory
-----------	-----------	--------------	----------	----------------

SEATTLE FIRE DEPARTMENT RECRUIT FIREFIGHTER EVALUATIONS CHECKLIST

COGNITIVE PERFORMANCE LEVELS

M. WRITTEN TEST PERFORMANCE RATING		
Has demonstrated excellent retention of lecture and reference material, and applies learned procedures on the drill court.	94% or above	EXCELLENT
Has very good retention of lecture and reference material, and often applies learned procedures on the drill court.	88 to 93%	Very Good
Has satisfactory retention of lecture and reference material, and occasionally applies learned procedures on the drill court.	80 to 87%	SATISFACTORY
Recruit has not retained enough information to regularly meet listed requirements, or does not apply learned procedures.	70 to 79%	MARGINAL
Recruit has not demonstrated the ability to retain or put to use material presented in written or lecture format.	Below 70%	Unsatisfactory

MANIPULATIVE PERFORMANCE LEVELS

After determining the recruit's average score in individual elements, relate the score to the performance levels listed below, then enter the result in the element box.

N. PERFORMANCE LEVELS		
Exceeds the listed requirements in most areas. No mistakes or delays. No supervision required after assignment is given.	9.0 Points or above	EXCELLENT
Meets the listed requirements in all areas, perhaps exceeding them in some areas. Performs operations quickly, with few mistakes, and requires little supervision after assignment.	7.5 to 8.99 Points	Very Good
Meets listed requirements for all areas, performs operations in established time frames, with some mistakes, but does not repeat the same mistakes after receiving counseling and some retraining.	4.5 to 7.49 Points	SATISFACTORY
Recruit functions, but requires a great deal of supervision. Performs operations slowly, with many small mistakes, or repeats the same mistakes several times.	2.0 to 4.49 Points	MARGINAL
Recruit has not met specific performance elements. Improvement needed in many performance elements. Unable to perform operations in minimum acceptable time frames.	Below 2.0 Points	Unsatisfactory

V. GENERAL PERFORMANCE SKILLS

O. GENERAL PERFORMANCE

- 38. The Recruit was unable to perform essential elements of the job due to expressed phobias.
- 40. The Recruit was unable to perform essential elements of the job due to a lack of physical strength
- 41. The Recruit was unable to perform essential elements of the job with or without reasonable accommodation due to a physical disability.

GENERAL PERFORMANCE RATING:

If any of the above boxes are checked, it may result in immediate dismissal from the program.



Document

Accident Prevention Plan

Firefighting and emergency responses involve inherent risks. However, **most accidents are preventable**, and often the actions of just one person are enough to break the chain-of-events that leads to an accident. Try to anticipate the consequences of all actions occurring around you and consider the worst outcome.

Murphy's Law is alive and well on the drill court.

“What can happen, will happen.” An ungloved hand will get cut, a charged hose line will burst injuring those walking near it, a hose in the hose tower will fall onto the uncovered heads of those standing below. It is your responsibility to maintain situational awareness and wear proper protective gear in anticipation of what can go wrong. You also must ensure that fellow crewmembers are similarly attired and cognizant of their surroundings.

When do accidents occur?

Every day we wear our “safety hat” in addition to our fire helmet, always anticipating and thinking how we can avoid accidents. If we relax our vigilance or become fatigued, an accident can and often will occur. For instance, mountain climbing accidents commonly occur on the way down from successfully reaching a summit. Likewise, fire service accidents often occur in situations other than fighting a working fire. A Recruit's guard may be down at the conclusion of training evolutions, and that is precisely why and when an accident is likely to occur.

Situational Awareness-How do I avoid tunnel vision?

It is everyone's responsibility to maintain situational awareness. For example, before charging a line as a Driver, you must confirm that you received a call for water and visualize the entire length of line, if possible. Before raising a ladder, you must confirm that the overhead is clear and warn everybody that a ladder is coming through. There are literally hundreds of other training situations where we must use foresight and be aware of others. At all costs we must avoid “tunnel vision,” defined here as an excessive focus on the task at hand, at the expense of operations going on around you. We cannot give the excuse that “it wasn't our job” when an accident occurs nearby.

Who is the designated Safety Officer?

While it is advisable to designate one member of your crew as “Safety” (often the member assuming the role of officer), there are as many situations where a “Safety” is not designated. In those situations, everyone assumes the role of safety officer and all are responsible for ensuring a safe operation. Accordingly, anybody can call for a “stop” when there is a safety concern. There is no shame in doing so, even if it turns out that there was no immediate risk. If we are to error, we do so on the side of safety.

Be Self-Limiting.

Do not do a task or procedure if you do not have the training or confidence to do it safely. If you have not been trained to complete the task or feel that you cannot complete the exercise/drill, inform your Instructor.

Legal Requirements

We operate under a set of standards promulgated by the State of Washington Department of Labor and Industries, including the specific vertical safety standards for firefighters found in the Washington Administrative Code (WAC) 296-Chapter 305. The WAC is available on-line at the State of Washington Web Site (www.wa.gov). Use the following web address to go directly to the Safety Standards for Firefighters (aka Vertical Standards) <http://apps.leg.wa.gov/wac/default.aspx?cite=296-305>

Specific Rules

The following are specific rules relating to Recruit School, but this list is not meant to be all-inclusive. When in doubt, use common sense and error on the side of safety.

1. Stabilize your core before lifting and use large muscle groups to do the majority of the lifting.
2. Do not step on hose lines, charged or uncharged.
3. When climbing or working off ladders, always hold on with at least one hand (maintain 3-points of contact), unless you are locked in (knee lock included). Do not lock into an unsecured ladder or aerial. Rescue mannequins or equivalent are not to be taken down ladders without harnesses unless specifically authorized by a Recruit Instructor.
4. **You are expected to hustle while moving on the drill court.** It is not necessary to sprint or run at such a speed that leads to careless injuries. Rather, it is recommended that you jog or step "lively."
5. If you must walk backward to complete a task, always check your path prior to execution to make sure that it is clear of obstructions.
6. **Do not skip steps in the tower.**
7. Use your goggles when performing tasks that could cause objects to injure the eyes (e.g., cutting with the ax, operating chain saws, or breaking glass). Be advised that goggles do not provide face protection. Do not wear your goggles on your helmet in live-fire situations as they could melt.

8. Use goggles when cutting with the rescue saw, chainsaw, or any other tool that recommends the use of safety goggles during use. The exception to goggles is when the SCBA facepiece is being worn.
9. Keep the helmet chinstrap snug to prevent the helmet from falling off when reaching down or leaning over.
10. When wearing a jacket or turnout coat, always keep it zippered or buttoned.
11. Gloves are required to be worn during all manipulative drills. This includes drills involving ropes and tarps. Firefighting Gloves must be worn during live-fire training.
12. Hearing protection is available and must be worn when using power saws and other power equipment for training drills and equipment tests, unless specifically authorized by a Recruit Instructor. You must always have hearing protection available on your person.
13. When removing equipment and hose from an apparatus, place it to the side and not directly behind the apparatus, if possible. The apparatus may roll backwards, or the driver may have the transmission in reverse.
14. Communicate with other team members when performing team tasks. This includes driving the apparatus and communicating your intentions before moving the apparatus, as well as sounding the horn.
15. Be aware of the location of other people and obstructions when performing tasks. Make sure that you will not strike other people or objects as you maneuver equipment (e.g. slinging your SCBA, carrying ladders, dropping ropes and tarps).
16. When there is a possibility of falling equipment, do not stand in the danger zone unless necessary.
17. Maintain yourself in excellent physical condition.
18. Warm/Cold Weather Procedures: See “Adverse Weather” section at end of document.

It is the responsibility of all members to immediately report any signs or symptoms of injuries of heat/cold related problems, concerning themselves or others, to their immediate supervisor.
19. Respiratory Protection will be worn by any member entering or working within a contaminated or suspected contaminated area for cleanup purposes after a training fire has been extinguished, even if there is no visible smoke.

20. It is your responsibility to look for unsafe practices and hazards and report them. While it is usually advisable to report safety issues to your immediate supervisor, you may report safety issues to the Recruit Coordinator, or to the Department Safety Officer (206-233-5154).

DRILL TOWER SAFETY

Ascending/Descending:

1. **Take every step. Do not skip stairs;** certain stairs may be uneven.
2. Use the handrails whenever necessary to avoid tripping, falling or turning an ankle.

While Working inside:

1. **NEVER SIT OR STAND ON A WINDOWSILL IN THE TOWER.** Falls may occur. **The exception** to this, obviously, is **when a recruit is making a transition to and from a ladder through a window.** Appropriate measures are taken to ensure safety during the transition process (such as maintaining 3-points of contact).

HOSE TOWER SAFETY

1. When working above floor 1 in any building or tower, including the hose tower, always keep one foot on the floor.
2. When securing the hoisting rope to hose in the JTF hose tower, ensure that the hoisting attachments are secure, and all screw bolt shackles are screwed tight. All personnel working in the hose tower must wear helmets.

What to do if you are injured (very important):

- **If you are injured or become sick while on duty, you are responsible to notify your instructor immediately.** They will assist you in following the disability layoff procedures, outlined in Section 4 of the Recruit Guidebook. **You must see a physician within 2 hours.** Transportation will be provided by the Department.
- If you are injured or become sick while off duty and will miss work, you are responsible to follow layoff procedures described in **Section 4 of the Recruit Guidebook.**

Inform your instructor of all injuries and illnesses. While injuries may prevent you from participating in the training, it is better to miss some training than to cause permanent injury to your body. Since pain is unique to everyone, only you and your physician can decide if your pain is a result of injury or fatigue.

ADVERSE WEATHER

IMPACT ON PERSONNEL

The purpose and intent of this Operating Guideline is to prevent injury and illness during training and emergency responses resulting from the effects of exposure to adverse weather conditions.

Since individual response to heat and cold exposure may vary, all members should watch for heat and cold stressors and recognize signs and symptoms in themselves and others.

HEAT STRESS

Heat stress signs and symptoms include:

- Nausea
- Dehydration
- Flushed skin
- Cramping
- Headache
- Mental confusion
- Rapid heartbeat
- Shortness of breath
- Weakness or exhaustion
- Seizures
- Sunburn
- Absence of sweating

COLD STRESS

Cold stress signs and symptoms include:

- Headache
- Mental confusion
- Numbness
- Waxy/pale skin
- Dehydration
- Low or absent blood pressure
- Slow pupil response
- Muscle rigidity or stiff posture
- Blistered skin

RECRUIT RESPONSIBILITIES

Recruits are responsible for the self-monitoring of their health and well being in response to heat buildup, or the effects of cold, during emergency responses, training exercises, and routine Fire Department business. If a Recruit is feeling the detrimental

effects of heat or cold exposure, they must inform their partner and/or supervisor immediately and take action to reverse those effects.

Recruits must also monitor their partner's well being and report any problems to their supervisor.

Recruit Instructors will be responsible to monitor their Recruits for the negative effects of heat or cold stresses and take action to reverse those effects.

Risks associated with extreme heat or cold exposure may be reduced through:

- Hydration
- Adjustment of the work/rest interval
- Diet
- Limited outdoor exertion on hot days
- Monitoring weather conditions to be aware of climatic conditions

Recruits are encouraged to maintain their physical conditioning to minimize the detrimental effects of training exercises on their body, and to optimize their performance under extreme conditions.

Mandatory rest and rehabilitation periods shall be put into place whenever activities put the members at risk of exceeding a safe level of physical or mental endurance. These rest and rehabilitation periods need to reflect the length and physical exertions of the training activities.

HYDRATION

Proper hydration increases physical and mental performance. Hydration with water before, during, and after exercise is necessary for good health, and to safely maximize performance. Recruits must drink enough fluids to balance their intense, short-term fluid losses. A common way to estimate the effectiveness of hydration is to continually drink hydrating fluids until your urine is almost colorless. Dark urine is a sign of dehydration. Hydration for Recruits should start the day before the beginning of training. A target goal of between 400 to 600 ml of hydrating fluids should be consumed prior to the start of the training. During the day continue to hydrate and with exercise increase hydration to between 500 to 1000 ml per hour. After the first hour of exercise/training, begin supplementing fluids with nutritional supplements (sports drinks) to replace electrolyte and energy stores. Caffeinated, carbonated, high-fructose-content, high sugar drinks, and alcoholic beverages should be avoided within eight hours of reporting for duty.

~ Sept 2020 ~

Recruit Class #113

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 4	30	31 B/S/C Evaluations: Downed FF 2.5" Up-and-In Skill Station Rotations	1 B/S/C <u>Engine & Truck</u> Skill Station Rotations	2 B/S/C <u>Engine & Truck</u> Skill Station Rotations	3 B/S/C <u>Engine & Truck</u> Skill Station Rotations	4 Reading Test Need good PPE Self-directed Training	5
	Week 4 - Engine and Truck Skill Rotations						
Week 5	6	7 B/S/C Evaluations: Accordian Forward V-Split State Academy Prep Load Trailer	8 B/S/C Fire Dynamics Ventilation LECTURES	9 Washington Fire Training Academy Fire Attack Room Fires with Extension to Hallway	10 B/S/C Building Construction Search and Rescue LECTURES	11 Hep B vacc #2 Reading Test Debrief Live Fire Trng. Equipment Clean-Up	12
	Week 5 - Fire Dynamics, Fire Attack, Building Construction, Search and Rescue, Lectures, Hep B vacc #2, Debrief Live Fire Trng., Equipment Clean-Up						
Week 6	13	14 B/S/C <u>Engine & Truck</u> Skill Station Rotations	15 B/S/C <u>Engine & Truck</u> Skill Station Rotations	16 B/S/C <u>Engine & Truck</u> Skill Station Rotations	17 B/S/C Evaluations: Extended Attack Pitched Roof Ventilation VES	18 Reading Test Self-directed Training	19
	Week 6 - Engine & Truck, Skill Station Rotations, Videos for context, discussion, Single Family Residence - Fire Scenarios						
Week 7	20	21 B/S/C <u>Engine & Truck</u> Skill Station Rotations	22 B/S/C <u>Engine & Truck</u> Skill Station Rotations	23 B/S/C <u>Engine & Truck</u> Skill Station Rotations	24 B/S/C Evaluations: Apartment Search Extended Attack Fir 3 Flat Roof Ventilation	25 Reading Test Self-directed Training	26
	Week 7 - Engine & Truck, Skill Station Rotations, Videos for context, discussion, Mid-Rise/Apartments - Fire Scenarios						
Week 8	27	28 B/S/C <u>Engine & Truck</u> Skill Station Rotations	29 B/S/C <u>Engine & Truck</u> Skill Station Rotations	30 B/S/C <u>Engine & Truck</u> Skill Station Rotations	1 B/S/C Evaluations: 2.5" Warehouse Extended Attack Fir 3 Flat Roof Ventilation	2	3
	Week 8 - Engine & Truck, Skill Station Rotations, Videos for context, discussion, Commercial Occupancies - Fire Scenarios						

INJURY or ILLNESS

This is a reference document regarding documentation and notification protocols for Recruits who are injured, ill, require medical evaluation, or need to miss Recruit Training in order to support injured/ill family members.

OCCUPATIONAL

Occupational refers to injuries and illnesses sustained while participating in activities directly related to the occupation of firefighting and related apparatus travel. These activities include, but are not limited to, emergency activity; training activity, including organized physical fitness programs; inspection activity; apparatus, station, and ground maintenance; and business that is necessary to maintain Fire Department operations. Illnesses that are included in this category are those obtained while in the process of performing Fire Department duties due to contact with smoke, poisons, toxic agents, dust, and infections such as hepatitis.

NON-OCCUPATIONAL

Non-occupational refers to injuries and illnesses that do not meet the definition of occupational and are sustained while off duty. Illnesses in this category are those such as flu, common colds, bronchitis, strep throat, and others of questionable origin even though symptoms might not appear until while on duty.

DEPENDENT CARE

Dependent care allows for the Recruit to go on disability for an injury, illness, medical or dental appointment for the Recruit's dependent child, spouse, domestic partner, and parents or a parent or dependent child of their spouse or domestic partner, or the grandparent of an employee or his or her spouse/domestic partner when the attendance of the Recruit is required. The Recruit may also use Dependent care due to absences for other health care purposes when the presence of the Recruit is recommended by a health care professional. Dependent Care is not to be used for absences for personal reasons or that do not meet the above definition, e.g., childcare.

PHYSICIAN VISITS

OCCUPATIONAL INJURY OR ILLNESS

When a Recruit is absent from work for an occupational injury or illness, the Recruit is required to see a physician within (24) hours. In situations where only medical treatment is received and no time loss occurs, it is still advised that the Recruit seek medical treatment within (24) hours of the onset of the injury or illness. An Activity Prescription Form (APF) is required when a physician is seen for occupational injuries or illnesses regardless of whether there is any time loss associated with the injury or illness. See section on Required Forms regarding timelines for submitting forms.

NON-OCCUPATIONAL INJURY, ILLNESS OR DEPENDENT CARE

If more than 32 consecutive hours will be missed, Recruits are required to visit a health care provider to receive authorization on an Application for Sick Leave Pay form.

If the absence (greater than 32 hours) is for a non-occupational injury or illness, Recruits must also submit a Return to Work form signed by a health care provider that authorizes absence from work as well as clearing them to return to work.

MISUSE OF DISABILITY LEAVE

Members who misuse disability leave, whether occupational or non-occupational, by making false claims of an injury, illness, dependent care, exposure to contagious diseases, falsification of cause or proof to justify leave or to extend disability leave time, will be subject to disciplinary action that may include dismissal.

At the discretion of the Fire Chief, Recruits may be required to see a physician designated by the Department to verify a disability resulting in a layoff or claim of injury, illness, or any other disability which would prevent the Recruit from performing their duties.

The Department reserves the right to counsel or dismiss Recruits whose sick leave/dependent care use exceeds expected norms.

LAYOFFS (Calling in Sick or Injured)**ON-DUTY NOTIFICATION****Recruits**

The Recruit must immediately report the injury, illness or dependent care to his or her immediate Supervisor.

The Supervisor then notifies the Recruit Coordinator Captain. If the Captain is not available, the Supervisor then contacts the Chief of Training and provides the Recruit's name, injury/illness number, and whether it is an occupational or non-occupational: injury, illness, or dependent care layoff. In addition, for occupational injuries, the Recruit will be asked for the date of injury and the treating physicians name, address, and phone number. For a dependent care layoff, the Recruit will be asked the name of dependent and the relation to the Recruit.

The Recruit Coordinator Captain/Chief of Training shall lay off the Recruit and notify the Disability Officer at (386-1473) of the disability.

Note

For an on-duty occupational injury or illness, the Fire Department will ensure that you are seen by a doctor within two (2) hours (depending on the injury/illness). You may elect to see your own physician if you so choose.

OFF-DUTY NOTIFICATION

Recruits must notify the Supervisor no less than half (1/2) an hour prior to the scheduled reporting time.

- Note** Recruits should call the Recruit Coordinator Captain and speak with him/her concerning disabilities.
- Office 206-386-1771
 - Cell 206-335-2146

The Recruit will provide the Captain with his or her name, injury/illness number, whether it is an occupational or non-occupational injury, illness, or a dependent care layoff. In addition, for occupational injuries, the Recruit will be asked for the date of injury and the treating physicians name, address, and phone number.

If unable to reach the Captain, the Recruit shall leave a voice message with the required information, and then contact the Chief of Training (206-386-1780) who will notify the Disability Officer of the layoff.

If unable to reach the Chief of Training, the Recruit shall leave a voice message with the required information, and contact the Disability Officer (206-386-1473) to inform them that the Recruit has been unsuccessful in reaching the appropriate Supervisor/Chief. The Recruit shall then provide the Disability Officer the Recruit's name, injury illness number, whether it is an occupational or non-occupational injury or illness, or a dependent care layoff and the name and relation of the dependent.

The Disability Officer will note the layoff on the Form 4.

PLACE OF RECOVERY

Members on disability due to an illness (occupational and non-occupational) or dependent care are required to remain at their place of recovery, subject to telephone contact. A Department representative may call to verify compliance with the place of recovery requirement and/or update information regarding the Recruit's condition. For the purpose of this Guideline the place of recovery will be:

- The Recruit's address and phone number, as listed in the Department's HR records, (for example: the residence at which the Recruit resides when commuting to work.)
- The hospital at which the Recruit is confined.
- Other address and phone number specifically listed by the Chief Officer who authorized the layoff.
- Other address and phone number authorized by the Disability Officer.

REPORTING TO DUTY (AFTER RECOVERY)

The Recruit will report to duty at the normal scheduled time with completed disability forms and submit them to their Supervisor. No prior notification to the Supervisor is required.

The Supervisor will verify the disability forms are complete and verify that the Recruit is authorized to return to full duty by a physician if an APF or Return to Work (RTW) form is required.

The Supervisor will notify the Disability Officer at (386-1473) and the appropriate Chief of the Recruit’s return.

REQUIRED FORMS

The appropriate form(s) for an injury, illness or dependent care will be completed by the Recruit and are due as follows:

OCCUPATIONAL INJURY OR ILLNESS (TIME LOSS OR NO TIME LOSS)

Type of claim	What it means	Required forms – within 6 days
Precautionary	I don’t need to see a Dr. or miss work but want to document this.	Form 78*
No Time Loss	I need to see a Dr. but don’t need to miss work.	Form 78* SIF-2* APF*
Time Loss	I need to miss work. A Doctor, LRNP, or PA needs to authorize any time loss.	Form 78* SIF-2* APF*
Exposure	I was potentially exposed to a contagious disease such as TB, Hepatitis, Bacterial meningitis, etc...	Form 172 in addition to forms required for precautionary, no time loss or time loss*

*See the next two pages for an explanation of the various forms. The forms are also at the end of this document.

Recruit Completes

- **Activity Prescription Form (APF)** - Submitted within (6) calendar days of the injury either in person or through department or U.S. mail. Do not leave this form with the physician. Complete the heading, sign and date. (An APF will be completed for each physician visit where the physician is evaluating the medical/work status of the Recruit)

Note

When a physician has determined that you are temporarily disabled and establishes an estimated return date on the APF, you must follow up with a physician on or before this date to authorize further time off. For example, if your estimated return date on the APF is December 1, you must see a physician on or before December 1 to authorize further time off or a return to full duty. If you do not see a physician until December 10, Worker's Compensation is not authorized to pay you for the 9-day period between visits. Personal sick leave will be used to cover that time period.

- **Self-Insurer Accident Report Form (SIF2)** - Submitted within (6) calendar days of the injury either in person or through department or U.S. mail. Do not leave this form with the physician. Complete the Worker section only. (There are two (2) signatures needed by the Recruit in the Worker section)

Note

In situations where the Recruit is unsure if they are required to fill out a SIF-2 due to the injury/illness being a recurrence, they should contact the Disability Officer for clarification.

- **Occupational Injury/Illness Report (Form 78)** - Submitted electronically – via department computer if at work, or from home if Recruit becomes aware of an incurred injury outside of work hours (see link at end of this section). Complete the Member section in detail.

Supervisor Completes

- APF - Review for restrictions, accuracy/completeness, sign and date where applicable. If Recruit submits the form directly to the Disability Officer, the supervisor may contact the Disability Officer to confirm the date received for recording in the Company Journal.
- Form 78 - Review the Member section and complete the Supervisor section. The Disability Office will be automatically notified.

Physician Completes

- APF - Complete the Physician's Findings section, sign and date, return to Recruit.

Disability Officer Completes

- SIF-2 - The Employer section.

EXPOSURE (ONLY FOR COMMUNICABLE DISEASES)**Member Completes**

- **Form 172** - Fill in applicable information and take to the hospital to have attending physician fill in medical findings/treatment.
- **APF** - Submitted within (6) calendar days of the injury either in person or through department or U.S. mail. Do not leave this form with the physician. Complete the heading, sign and date. (A RTW form will be completed for each physician visit where the physician is evaluating the medical/work status of the Recruit)
- **Form 78** - Submitted electronically – via department computer if at work, or from home if Recruit becomes aware of an incurred injury outside of work hours (see link at end of this section). **Complete the Member section in detail.**
- **SIF2** - Submitted within (6) calendar days of the injury either in person or through department or U.S. mail. Do not leave this form with the physician. Complete the Worker section only. (There are two (2) signatures needed by the Recruit in the Worker section)

Supervisor Completes

- APF - Review for restrictions, accuracy/completeness, sign and date where applicable. If Recruit submits the form directly to the Disability Officer, the supervisor may contact the Disability Officer to confirm the date received for recording in the Company Journal.
- Form 78 - Review the Member section and complete the Supervisor section. The Supervisor who the Recruit was directly reporting to at the time of the injury/illness completes this by the end of the shift.

Physician Completes

- Form 172 – Fills in appropriate information
- APF - Complete the Physician's Findings section, sign and date, return to Recruit.

Disability Officer Completes

- SIF-2 - The Employer section.

PRECAUTIONARY (NO TIME LOSS/NO PHYSICIAN SEEN)**Member Completes**

- **Form 78** - Complete the Member section in detail.

Supervisor Completes

- Form 78 - Review the Member section and complete the Supervisor section. To be completed by the Supervisor who the injured/ill Recruit was directly reporting to at the time of the injury/illness by the end of the shift.

NON-OCCUPATIONAL – Injury/Illness or Dependent Care

Type of Case	REQUIRED FORMS	
	Missed 32 hours or less	Missed more than 32 hours
Injury or Illness	Application for Sick Leave – no physician signature	Application for Sick Leave – signed by physician RTW – signed by physician (initial RTW no later than date of 32 nd hour missed)
Dependent care	Application for Sick Leave – no physician signature	Application for Sick Leave – signed by physician

Member Completes

- **Application for Sick Leave Pay** – Always required. Submitted upon returning to work. If more than 32 hours will be missed, the form must be signed by a health care provider.
- **RTW Form** (filled out and signed by a health care provider) – Only required if more than 32 hours will be missed due to a non-occupational injury or illness to the Recruit. Submit upon returning to duty unless the Recruit is going to be off for more than (6) calendar days in which case they are required to submit the form to the Disability Office on or by the (6th) calendar day. If the RTW form designates that the Recruit is able to return to full duty, he/she will submit it to the Supervisor for review upon reporting for duty. The initial RTW must be completed no later than the date when the 32nd hour is missed.

Supervisor Completes

- Application for Sick Leave Pay - Review for accuracy/completeness, sign and date.
- RTW Form (if required) - Review for restrictions, accuracy/completeness, sign and date.

Physician completes (only if more than 32 hours will be missed)

- RTW Form (only if the Recruit has an injury or illness) - the Physician's Findings section, sign and date, return to Recruit.
- Application for Sick Leave Pay - Submitted upon returning to work.

INJURY/ILLNESS RECORDING AND FORMS**OCCUPATIONAL INJURY/ILLNESS REPORT (F78) – OCCUPATIONAL ONLY**

The Form 78 is used to document occupational injuries and illnesses, including exposures. It provides a way for the Supervisor to investigate, review and comment on the specifics of an incident in an attempt to recognize accidents that may be prevented in the future. It is to be completed for all occupational injuries and illnesses. A Form 78 is always completed to document occupational injuries.

The Member section is to be completed by the injured, ill, or exposed Recruit and submitted to the Supervisor for completion. The “case number” boxes are to be left blank for entry by the Disability Officer.

The Supervisor should make every attempt to complete the Supervisor section the same work shift he/she receives the form. The Supervisor is defined as the person under whose supervision the Recruit was working at the time of the injury or illness. He/she shall review & complete the form, which will be automatically forwarded to the Disability Office.

ACTIVITY PRESCRIPTION FORM (APF) – OCCUPATIONAL ONLY

An APF is required if the Recruit needs to be seen by a health care provider. The Recruit must see a health care provider within 24 hours of time loss due to an occupational cause. Even if a Recruit does not incur time loss, they should endeavor to see a physician within 24 hours of the injury occurring.

The APF form documents the physician’s diagnosis, objective findings, work status recommendations as it pertains to a Recruit’s injury or illness (to include exposures) as well as authorizes time loss.

Members are not required to have an APF form completed for physical therapy sessions. It is only needed when the Recruit’s medical/work status is being re-evaluated.

If an APF was required to authorize time loss, an APF clearing the Recruit to return to full duty is also required. The time loss authorization and the clearance to return to full duty could be (but don’t have to be) on the same APF. For instance, a health care provider could indicate a Recruit was unable to work from 2/1 through 2/5 but is cleared to return to full duty on 2/6 all on the same form.

SELF-INSURER ACCIDENT REPORT (SIF-2) – OCCUPATIONAL ONLY

This form is required by Workers’ Compensation for occupational injuries, illnesses, and exposures whenever a physician is seen regardless of time loss or no time loss.

The Workers’ Compensation Unit needs the SIF-2 to open a claim on the injured, ill or exposed Recruit. Once the claim is established, it serves to document the injury, illness or exposure, allow for the proper payment of medical bills as well as allow for payment to the Recruit for time loss from work.

The Worker section is to be thoroughly filled out by the Recruit. Two signatures are required by the Recruit in the lower right portion of the Worker section.

The Recruit's Supervisor at the time of the incident has the option of signing the form at the bottom of the Worker section. This is not to be mistaken with the signature in the Employer section which is done by the Disability Officer.

The Employer section (including the signature and date at the bottom) is only to be filled out by the Disability Officer.

The claim number is in the top, right hand corner of the SIF-2 and Workers' Compensation's address is in the top, left hand corner and may be given to the physician or medical establishment for billing purposes.

The Recruit should keep the pink copy for their records and submit the remaining copies to the Disability Office. Do not leave this form at the physician's office.

COMMUNICABLE DISEASE EXPOSURE REPORT (F172) - OCCUPATIONAL

This form is required for filing as part of an occupational exposure to communicable diseases claim.

The Recruit will fill out the applicable information and submit the form to the Emergency Department Charge/Triage Nurse upon reporting to the hospital for completion by the attending physician.

Illnesses such as the common cold, flu, strep, etc.... are not considered to be occupational. The F172 is to document occupational exposure to diseases such as hepatitis, tuberculosis, HIV, meningitis, etc.

RETURN TO WORK (RTW) – NON-OCCUPATIONAL

An RTW is only required if the absence is due the Recruit being injured or ill from a non-occupational cause and more than 32 consecutive hours will be missed. If an RTW is required, the Recruit must see a health care provider no later than the date of the 32nd hour missed to authorize time loss via the RTW.

The RTW form documents the physician's diagnosis, objective findings, work status recommendations as it pertains to a Recruit's injury or illness as well as authorizes time loss.

Members are not required to have a RTW form completed for physical therapy sessions. It is only needed when the Recruit's medical/work status is being re-evaluated.

If an RTW was required to authorize time loss, an RTW clearing the Recruit to return to full duty is also required. The time loss authorization and the clearance to return to full duty could be (but don't have to be) on the same RTW. For instance, a health care provider could indicate a Recruit was unable to work from 2/1 through 2/5 but is cleared

to return to full duty on 2/6 all on the same form.

APPLICATION FOR SICK LEAVE PAY FORM – NON-OCCUPATIONAL

This form is required only in cases when the Recruit has been absent from work for a non-occupational injury, illness or dependent care.

By filling out and signing this form, the Recruit is giving permission for the City to deduct sick leave from their sick leave balance.

After the Recruit completes their portion of the form, the Supervisor must review the Application for Sick Leave Pay form to ensure that proper use of sick leave is being met (e.g., in cases of dependent care) as well as that a physician's signature is present when required (more than 32 hours missed). They will then sign and date the form and forward it to the Disability Office.

It will be the Recruits' responsibility to maintain the following minimum of RTW form (1), Self-Insured Accident Report form (1), Form 172 (1), APF (1) and Application for Sick Leave Pay form (1) at their place of residence. You will be provided these forms during the first week of Recruit School.

Both uniformed and civilian Recruits of the Seattle Fire Department must follow the requirements contained in this Guideline for the purposes of completing the required forms for occupational injuries and illnesses.

Form 78 – Occupational Injury/Illness Report.

This is an electronic document that is accessed by signing into the Member Portal with your ID & password.

<https://web6.seattle.gov/SFD/MemberPortal/Account/Login?ReturnUrl=%2fSFD%2fMemberPortal%2fForms%2f>

After you complete the form online, it is automatically forwarded to your Supervisor.

SIF-2 Form – Self Insurer Accident Report (State of Washington form, paper only)

This form is available at Training Division, any Seattle Fire Station, and is also available at most clinics and physician offices.

The claim number at the top of the form is needed to process claims. Keep your copy(s) of the form. The SFD Disability Office needs the claim number that is located at the top of the form.



Seattle Fire Department

APPLICATION FOR SICK LEAVE PAY

PLEASE PRINT OR TYPE									
LAST NAME			FIRST NAME			MIDDLE INITIAL		INJURY/ILLNESS #	
PAYROLL TITLE					DIV./ASSIGNMENT				
NO. OF HOURS	FROM		MONTH	DAY	YEAR	THROUGH		DAY	YEAR
	TIME	/				/	/		
<p>Check for whom sick leave was used: <input type="checkbox"/> Employee <input type="checkbox"/> Dependent <input type="checkbox"/> Family Member (Safe Leave only)</p> <p>Circle Relationship (Dependent Care Only): Child, Parent, Grandparent, Spouse/Dom Partner, Sibling</p> <p>Please check one of the following: <input type="checkbox"/> Non-Occupational Illness <input type="checkbox"/> Non-Occupational Injury <input type="checkbox"/> Dependent Care <input type="checkbox"/> Safe Leave</p> <p><i>Note: If your injury or illness is occupational, please contact the Disability Officer.</i></p> <p>I hereby certify that my absence was due to the reason stated above as allowed by the Sick and Safe Leave Ordinances and that every effort was made for my early return to duty.</p>									
SIGNATURE OF EMPLOYEE/OFFICER					DATE				
APPROVAL:									
SIGNATURE OF IMMEDIATE SUPERVISOR					ASSIGNMENT		DATE		PAYROLL
SICK LEAVE CERTIFICATE REQUIREMENTS									
A health care professional's signature is required if:									
you are a:				and you are absent from work:					
40-hour per week employee				more than 32 hours					
L27 24-hour shift employee				more than 48 hours					
L2898 24-hour shift employee				more than 24 hours					
Employees that have time loss in excess of the above thresholds must also submit an RTW if the time loss was not entirely dependent care or Safe Leave.									
DOCTOR'S CERTIFICATION									
I hereby certify that I treated the above employee, dependent child, spouse, domestic partner or parent during the period indicated above for the employee's absence and that (1) said employee was unable to perform regularly assigned duties during such period, or (2) the employee's absence from work was required or recommended for the physical caring for a dependent child, spouse, domestic partner or parent.									
SIGNATURE OF ATTENDING HEALTH CARE PROFESSIONAL					DATE				
					()				
PRINTED NAME AND TITLE OF HEALTH CARE PROFESSIONAL					PHONE NUMBER				
REVISED 8/13/2012									

Forward original to disability office. Make a copy for your records.

THE UNIFORM/PROTECTIVE EQUIPMENT INSPECTION RECORD

The Uniform/Protective Equipment Inspection Record, Form 13, will be completed for each member at each semi-annual uniform and PPE inspection.

Time allowed for corrections may not exceed 30 days.

PPE repairs shall be initiated as soon as possible.

Active Form 13's will be held in company files until finalized, while all completed Form 13's can be discarded January 1st of each year.

GROOMING

In order to maintain a professional image and preserve personal safety when using protective equipment, the Department maintains a grooming standard.

Adherence to the grooming standard is a condition of employment.

HAIR

Hair must be neatly groomed in a conservative style. The back of the hair may extend to mid-shirt collar. Hair on the side of the head may cover to mid-ear level. This is measured when standing at attention.

Hair must never be of such bulk or length that it will affect the personal safety of the firefighter in performance of firefighting or other emergency operations.

For safety reasons, particular emphasis must be placed on a secure and snug fit of Seattle Fire Department personal protective equipment so that maximum protection may be afforded by their use.

The length of the hair shall not hinder the proper fit of the helmet and SCBA face piece.

Hair may be dyed, tinted, or frosted any color which could naturally occur in human hair.

Stripes and designs or other unusual hairstyles as determined by the Fire Chief are not permitted.

If a member's hair extends beyond the mid-shirt collar, the hair must be secured up off the collar and the ears in such a way that it will not interfere with the fitting of the helmet, SCBA face piece, or protective clothing.

Members may wear wigs made of human hair conforming to these specifications.

Pins, clips, combs or other type of fasteners securing a member's hair should not contrast with the member's own hair color, nor exceed one-half inch (1/2") in width, or three inches (3") in length. No ornate styles will be allowed. Fasteners should not be of a design that hinders the proper donning of an SCBA face piece.

FACIAL HAIR

The face is to be clean-shaven for working except as specified:

Mustaches may extend laterally not more than three-quarters of an inch ($\frac{3}{4}$ ") from the corner of the mouth and should not extend more than three-quarters of an inch ($\frac{3}{4}$ ") below the corner of the mouth. The mustache shouldn't extend more than three-quarters of an inch ($\frac{3}{4}$ ") over the upper lip. Members may have facial hair immediately beneath the lower lip, not to exceed three quarters of an inch ($\frac{3}{4}$ ") in any dimension.

Beards and goatees of any type are specifically prohibited.

Sideburns may not extend into the area where the face piece contacts the face, nor can they be greater than one and one-half inches ($1 \frac{1}{2}$ ") wide.

BODY ART

Body art is defined as any purposeful modification of the body or skin.

Tattoos, brands, and other body modifications will not be allowed on the face, head, neck, or hands. Tattoos simulating finger rings are exempt.

Designs that contain inappropriate language or art; that are obscene; or that degrade others on the basis of sex, gender identity, race, ethnicity, national origin, religion, sexual orientation, age, or disability, or any other reason protected by law or Department policy, may not be displayed.

Non-conforming body art will be covered by the uniform while on duty.

Body art applied before January 1, 2017 is not subject to this policy.

Community standards shall be considered when evaluating body art.

ACCESSORIES AND JEWELRY

Necklaces, crosses, pendants, medallions and bracelets will not be worn exposed while in uniform.

Wrist watches and medical alert bracelets must not interfere with the use of gloves and turnout gear.

Earrings may be worn by members not assigned to Operations Division if earrings are of studded design, do not hinder member's ability to don protective equipment or otherwise present a safety hazard, and are limited to one (1) earring per ear lobe. Loops and other ornamented earrings that dangle are prohibited. Devices that stretch the earlobe are not permitted.

Rings may be worn if they are not overly large or ornate and will not subject the individual to potential injury. Rings that interfere with quick donning of turnout coats and gloves are not permitted.

Eyeglasses and frames are to be of neutral tones and shades. Frames should be of a simple design. Only athletic type restrainers will be permitted.

Articles such as wallets, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, and pipes are not part of the uniform, and are not to be attached to the uniform or worn exposed while in uniform.

APPARATUS MAINTENANCE and HOUSEWORK

APPARATUS MAINTENANCE

1. The Training Division will conduct apparatus checks Monday through Thursday (except for City Holidays) on apparatus assigned to Recruit Training. This includes the daily checks as indicated on the Form 9 (Apparatus Maintenance) and Form 29 (SCBA Maintenance) for each apparatus. All other apparatus inventories or maintenance will be directed by Recruit Instructors as needed.
2. Any apparatus assigned to Recruit Training will be refueled by Training Division at the end of each day.
3. All apparatus sheets (Forms 9, 29) will be kept in the 3-ring apparatus binder located in the cab of each apparatus.

Each form is to be accurately completed **DAILY** Mon - Thur.

DAILY ROUTINE

APPARATUS MAINTENANCE

1. All apparatus shall be parked inside the apparatus building at night, if possible.
2. Apparatus shall be checked for fuel, oil (including RV antifreeze for the priming pump), and water levels each day. Recruits shall inform the Instructor if apparatus needs any of the above. Ladder 90, Engine apparatus and autos will use 15W40 oil.
3. One person from each company shall be assigned as the Company Officer to check his/her group's status completing assigned duties. That person shall be responsible for completing the apparatus Form 9 and Form 29.
4. All apparatus will be maintained in an "In-Service" state of readiness status, with minimum fuel and water levels and minimum equipment in place should the department need to place the apparatus in service for multiple alarm fires.
5. Booster tanks will be filled as needed, and at the completion of each day.
6. Equipment used for checking the apparatus shall be kept at the designated location.
7. At the conclusion of the day, all apparatus cabs will be cleaned with Q-10 (disinfectant), via the battery powered sprayer stored in the Apparatus Building shop.

HOUSEWORK POLICY

Daily Housework: Assigned by Training Division Recruit Instructors

BUILDING "B"

Classroom

- Whiteboards and trays shall be wiped clean (Expo dry erasers, no water).
- Wipe table tops clean and dry.
- Return training aids to proper locations.
- Roll up screen.
- Empty waste baskets.
- Sweep and mop floors.
- Push chairs under tables.
- Lights out in classroom when not in use.

Apparatus Floor, Apparatus Offices, Decon Room, Storage Rooms and Recruit Classroom

- Sweep floor. Clean all surfaces. Clean, Mop and deodorize both restrooms attached to building "B".

Hose Tower and Storage

- Sweep main floor.
- Manage storage and repair of Training Division hose.

BUILDING "C" Area

Drill Court and Drill Buildings

- Check for litter.
- Sweep buildings if needed.
- Properly store all equipment.
- Inventory equipment and mark as necessary.

GENERAL

1. All lights are to be off when not in use.
2. Doors are to be kept closed and will be locked at the end of the day for security.
3. Thermostats are not to be adjusted by Recruits.
4. Equipment that belongs to the Training Division and is used for the purpose of cleaning/cleansing shall be returned clean ready for the next member.

5. Chamois shall be washed clean after each use and wrung out, then hung to dry.
6. All firefighting equipment and air bottles shall be cleaned before sending in for repairs or refilling.

CLEANING SUPPLIES

1. Cleaning Equipment and supplies include:
 - Dust mops
 - Wet mops
 - Liquid Floor Cleaners
 - Truck Wash Soap
 - Heavy Duty Cleaner
 - Disinfectant Cleaner
 - Q10 Disinfectant & electric Spray
 - Mop Buckets
 - Brooms
 - Dust mops
 - Foxtails and dust pans
 - Paper towels
 - Toilet paper
 - Hand soap (pump bottles)
 - Cleanser (comet)
 - Rags
 - Chamois
 - Steel wool
 - Brass polish
 - All paint, paint brushes and thinners.

Cleaning Supplies are located in the following areas:

Slop Sink area near north wall:

- Dry Mops
- Wet Mops
- Truck Wash
- Floor, Medical and Tough Job Cleaner
- Glass Cleaner
- Sponges
- Truck Brushes
- Mop Buckets
- Trash Can Liners
- Brass Polish
- Chamois
- Brooms

- Replacement Mop Heads
- Bleach
- Hand Sanitizer
- Apparatus Wax
- Squeegees
- Toilet Paper

Decon Room (East Wall)

- MSA Face-piece Cleaner
- MVP Waterless Hand Cleaner
- Hand Soap Bar and Liquid
- Comet Cleanser
- Laundry Detergent
- Bunker Gear Detergent (Tan and Black Gear)
- Laundry Bags
- Wet Mop
- Bio-Medical Waste container (For Wet Contaminants, bodily fluids)
- Bio-Waste Red can liners (in box)

RECRUIT WARM UP EXERCISES

The Tactical Fitness Coordinator will instruct Recruits during the first week of Recruit School on specific warm-up exercises.

The Recruit Firefighter’s Guide to the Form 9

Recruit Instructors will provide direction as to how much and how often these checks are completed in drill school.

SEATTLE FIRE DEPARTMENT MAINTENANCE SCHEDULE (FORM-9)	
MONTH OF _____ 20_____	MILEAGE LAST OF MONTH _____
APPARATUS# _____	MILEAGE FIRST OF MONTH _____
LICENSE# _____	TOTAL MILES TRAVELLED _____

MONTH OF – Only the current month and year will be listed here.

APPARATUS# – This is found in the upper windshield area, normally offset to the officer’s side of the apparatus. An example would be: 97 5301. The two numbers in front would indicate the year that the apparatus was put into operation. It is the last four numbers that will be recorded, so in this example the apparatus number would be recorded as 5301.

LICENSE# – This number is listed on the license plate. Record this number in its entirety.

MILEAGE LAST OF MONTH – This space will be left empty until the last day of the month at which time the mileage, as indicated on the odometer, will be recorded.

MILEAGE FIRST OF MONTH – The mileage, as indicated on the odometer, will be recorded here on the first day of the month. This is subsequently the first day for the new Form 9.

TOTAL MILES TRAVELED – The first of the month mileage is subtracted from the last of the month mileage and the difference is the total miles traveled for the month. This number is reported here.

Daily Checks

DATE	FUEL	OIL	WATER	MECH CHK	SIREN	LIGHTS	EQUIP CHK	BACKUP ALM	ENG. WNG.	KNOX KEY	DRIVER#
1											
2											
3											

DATE – The current date is listed on the left side of this document. If a date/row is missed in the course of the month, it is not to be filled in until it can be properly investigated. Recruits will not be responsible for weekend days or for days they are not required to be in attendance at drill school.

In the spaces provided adjacent to the day of the month, the status of the daily checks will be reported. **Acceptable Abbreviations** will include:

- “OK”, if all conditions are satisfactory
- “A”, if any fluids are added; i.e., fuel, oil or water
- “R”, if any deficiencies are found and cannot be immediately remedied.

Items marked “R” are reported to the driver and officer. In Recruit School, these items will be reported to the respective instructor.

A corresponding entry must be made at the bottom of the Form 9 document—labeled “Remarks-Repairs.” This will include the date, a short synopsis of the reported item and the repair number (Form 14 or 130.) The date that the repair is made will also be recorded here.

DATE	REMARKS – REPAIRS	F-130#	F-14#	DATE REPAIRED

The reported item needs only to be documented one time. Subsequent days in that column on the Form 9 will be marked “OK” unless there is a new item to report.

FUEL – Maintain the fuel levels for all Seattle Fire Department vehicles at $\frac{3}{4}$ of a tank or above. If fuel is needed and added, the box will be marked with an “A”. Otherwise the box will be marked “OK”.

OIL – Check the oil level using the vehicle’s dipstick. The engine should be cold if possible. If the engine is warm allow it to cool for a minimum of five minutes. If

oil is needed and added, the box will be marked with an "A". Otherwise the box will be marked "OK".

Daily Checks (continued)

WATER – Check the water level in the radiator. Add tap water if the level is low while being cautious not to overflow. If water is needed and added, the box will be marked with an "A". Otherwise the box will be marked "OK".

MECH CHK – Start the apparatus engine. Check for any obvious mechanical problems. This could include leaks, odd/new sounds and the like. The box will be marked "OK" or "R" as required.

SIREN – Operate the siren to determine if it is working properly. The box will be marked "OK" or "R" as required.

LIGHTS – Test all lights and indicators. The box will be marked "OK" or "R" as required.

EQUIP CHK – Check the status of all equipment as listed on the inventory. This is more than a cursory check to see that the equipment is in the correct compartment. The equipment must be checked to make sure it is in a state of readiness. Extinguishers must be full with an appropriate reading on the gauge. Aid/Vent Kits must be completely stocked. SCBA bottles must have the appropriate level of air. Etc. Etc. Etc.

BACKUP ALM – Ensure the backup alarm sounds when the transmission is in reverse.

ENG. WNG. – Ensure that engine warning lights (on the dashboard) flash and sound when the apparatus is being started and that they go out once the engine is running.

KNOX KEY – Check that this key is in place and secured with an approved locking device. Some Training Division apparatus do not have Knox-box keys and will be labeled as such.

DRIVER# – The driver or other member completing the checks will enter their injury/illness number.

Weekly Checks

Weekly checks will be completed each Saturday of the month for Operations Division. Upon completion of a given task, the date will be written on the appropriate line. Use N/A in this section for items that do not apply to an apparatus. For Recruit School, these weekly checks will be performed on Friday.

WEEKLY CHECKS EACH SATURDAY:

Date Completed	_____	_____	_____	_____	_____
Reboot MDC	_____	_____	_____	_____	_____
Tire Pressure All	_____	_____	_____	_____	_____
Mask Check	_____	_____	_____	_____	_____
Air Gauges	_____	_____	_____	_____	_____
Air Tanks Drain	_____	_____	_____	_____	_____

Date Completed – Write the date that the check was completed

Reboot MDC – If the apparatus has an MDC (Mobile Data Computer), it must be rebooted weekly. To accomplish this—hold down the spring loaded on/off button on the right side of the screen until the computer cycles. This should take about 5 seconds.

Tire Pressure All – Check the pressure of all the tires, including the inside duals. Fill the tires as necessary.

Mask Check – Ensure that all of the SCBA onboard the apparatus have the weekly checks performed.

All Gauges – Ensure that all apparatus gauges are operating correctly.

Air Tanks Drain – Open the relief valve to blow off a little pressure and expel any water that is in the tank.

Monthly Checks

Monthly checks are usually performed on the first Saturday but can be performed at any time during the month as time allows. Enter the date each task is completed on the appropriate line.

MONTHLY CHECKS:

Apparatus Waxed	_____
Apparatus Extinguishers	_____
Drug Inventory	_____
Battery Cell Checks	_____

Apparatus Waxed – All Seattle Fire Departments are waxed every month.

Apparatus Extinguishers – Check to make sure that the extinguisher are all within 12 months of the certification tag. Record your Injury/Illness number on the corresponding extinguisher tags in the space provided.

Drug Inventory – This check is made to ensure all of the products with expiration date are still within their range. This will apply to all applicable items with a stamped date such as “Epi-pens”, lactated ringers, oral glucose, etc.

Battery Cell Checks – The batteries will need to be exposed and the caps removed to check the water level. This check will not apply to maintenance-free batteries.

Engine Monthly Checks

ENGINE MONTHLY CHECKS:

	OK	NOT OK	COMMENTS
Pump Test (I 305 5.14)			
Primer Oil Anti-Syphon Hole			
Pump Primer Oil Level			
Automatic Transmission			
Pump Discharge Valves			
Pump Gauges and Controls			
Pump Intake Screens			
Pump Relief Valve			
Swivels			
Air Cleaner			
Lubricate TFT Nozzles			

Pump Test – The standard Monthly Pump Test, as described on page two of the Form 9, will be used for the pump testing procedures.

- (1) The engine shall be driven for five minutes to allow the engine and gear transmission to warm up.
- (2) Connect to a hydrant supply.
- (3) The pump will be operated from the booster tank.
- (4) The flow and pressure shall be comparable to a minimum of 300' of 2½" hose equipped with a 2½" Vari-Fog nozzle.
- (5) The line shall be charged and pressure supplied as outlined in the Fireground Hydraulics Table until the booster tank runs out of water.
- (6) Refill the booster tank and continue operating from the hydrant supply. During this time, the relief valve shall be set at 160 psi. Raise the pump pressure above the relief valve setting a number of times to operate the relief valve and pilot valve.

Primer Oil Anti-Syphon Hole – The small vent hole in the top of the tubing from the primer oil tank should be open and free of dirt. A piece of straw from a corn broom should be used to ensure that hole is clean.

Pump Primer Oil Level – Check the level of the fluid in the pump primer oil tank. Maintain the fluid level with RV coolant.

Automatic Transmission – Check the oil with the engine running at 1000 RPM and with the oil at normal operating temperature (160 to 210 degrees F.)

Pump Discharge Valves – Open and close each discharge valve. If it is stiff or dirty, clean the inside casing and the ball valve with hot water and liquid soap. Dry and apply SAE 30 motor oil to the outside of the ball to lubricate.

Engine Monthly Checks (continued)

Pump Gauges and Controls – During monthly tests and drills, all gauges and controls should be checked for leaks, damage and proper operation.

Pump Intake Screens – Check all intake screens for damage and lodged debris.

Pump Relief Valve – Bring the pump pressure up to 150 psi and turn the control handle counter-clockwise until the relief valve opens. Continue to turn the handle in and out to cause the relief valve to operate—thus freeing the valve and ensuring proper operation.

Swivels – Check all female fittings on the pump, wyes, Siamese, nozzles and special applicators to ensure that they operate freely. If stiff or dirty, clean the swivel with liquid soap and hot water. Immerse in a bucket of water, if possible. Thoroughly dry and then lubricate with an approved lubricant.

Air Cleaner – Empty the dust cup. When the red signal flag is in view (restriction indicator), have the cleaner serviced.

Lubricate TFT Nozzles – Clean, Operate and lubricate all TFT nozzles with an approved lubricant—currently “Break-free” brand lubricant.

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SEATTLE FIRE DEPARTMENT	
Co. _____	Job No. _____
Date _____	
Article: _____	
Name: _____	
City No: _____	
Repairs: _____	

_____ (Over)	
UTILITY SHOP ACTION: Job No. _____	
Return <input type="checkbox"/>	Replace <input type="checkbox"/>
Condemned <input type="checkbox"/>	
City No: _____	

Return to: _____	
●	

Co. – The respective Operations company apparatus and designator is listed here. Training Division equipment will be listed as TRNG followed by the apparatus and designator (i.e. TRNG—E91).

Job No. – This number is the repair number that is maintained in the station Repair Journal. It is a sequential listing of all Form 14, as well as Form 130 repairs. This will assist in tracking the repairs through their completion.

Date – The current date is recorded here.

Article: – The common name of the broken object is recorded here.

Name: – The Recruit’s name is recorded here (for example: Recruit J.A. Doe #2362)

City No: – The barcode number (if available) is recorded here. If there is no barcode, use the stamped/etched number otherwise marking the object.

Repairs: – This is where the damage to the object will be described. The supposed repair for the damage will also recorded here.

Below the perforated section:

Job No. – Same as above.

Return to – The return destination is recorded in this space (i.e. TRNG—E91).

SCBA CHECKS

DATE	POSITION (RECORD LAST 4 DIGITS OF BAR CODES)							
	1	2	3	4	5			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Apparatus _____ Month _____ Year _____